

**NEW HALL EARLY YEARS SAFEGUARDING
MOBILE PHONE AND CAMERA POLICY**

Please also refer to the Safeguarding & Child Protection Policy, Online Safety Policy, Anti-Bullying Policy including Anti-Cyber-Bulling, Staff Code of Conduct and the Critical Incidents Policy

1 Personal mobile phones

- Staff and visitor mobile phones are not to be used in the Nursery or Pre-Prep Division at any time when children are present. This also includes any EYFS premises and grounds, during educational visits, transport, home visits and any activity where staff are responsible for EYFS children. This policy applies to employees, agency and supply staff, volunteers, students, contractors, peripatetic staff, governors, visitors, parents/carers and professional photographers
- If any member of staff is seen to be accessing their telephone at any time when Early Years children are present, this will be reported to the Designated Safeguarding Lead and Head of Division and dealt with according to the *Staff Code of Conduct*
- Early Years staff will ensure that the direct telephone lines of the Pre-Prep Division and Nursery are known to immediate family and people who may need to contact them in an emergency
- In the event of an emergency and with permission from the Head of Nursery and/or Pre-Prep or another designated senior person, personal phones may be used in the office or staff room
- Staff in the Nursery must keep their mobile phones either in their locker or in a locked box in the main office
- Personal phones must not be used to photograph, film, audio-record, livestream, communicate information about, or access records relating to children. They must never be used during toileting, nappy changing, dressing, first aid, sleep supervision or other intimate-care situations
- Staff in the Nursery must sign a *Daily Staff Declaration Form* to state where their mobile phone is being stored and that they agree to disable Bluetooth on their smart watch
- Visitors to Reception or Nursery will not be permitted to use their mobile telephones during their time in these areas. Visitors will be informed of correct protocol on arrival, acknowledge it through the visitor process and be accompanied to an approved phone-use area if necessary. If a visitor refuses to comply then they should be referred to the Head of Nursery or the Head of Pre-Prep

2 Cameras and videos

- Camera and video use is monitored by the Head of Nursery and Head of Pre-Prep Division
- Members of staff must not bring their own camera or video recorders into the setting
- No cameras/iPads are allowed in the Nursery or Pre-Prep Division, except those that are the property of New Hall School. They are only to be used by Early Years staff and pupils
- Photographs or recordings of pupils are only taken on equipment belonging to New Hall School, whether this be in School or on an educational visit
- Where there is a UK GDPR lawful basis, photographs and recordings of pupils may only be taken if there is written consent. Consent may be appropriate for optional promotional publication, but educational records, safeguarding evidence and some operational uses may rely on a different lawful basis

- Parents are not permitted to take photos or videos during School or Nursery performances. The School will provide professional photos and/or videos
- Photographs and recordings of pupils are only taken to evidence their learning and development, or for displays within the setting. Routine images must not be taken during toileting, changing, dressing, intimate care, medical treatment or where a child is partially dressed, distressed or otherwise placed in an undignified or vulnerable situation
- Separate permission is sought from parents/carers for photographs being used for promotional material
- Images should be transferred promptly to an approved school system, deleted from the capturing device when no longer needed, retained in accordance with the retention schedule and securely destroyed. Personal email, messaging apps, removable media and personal cloud accounts should be prohibited
- Geotagging and unnecessary location services should be disabled. Staff should not publish information that reveals a child's location, routine or other unnecessary identifying details
- Staff should not delay recording or sharing necessary safeguarding information because ordinary photographic consent is absent. Any safeguarding image must be handled only on the DSL's direction and shared securely with relevant agencies
- Screen use for children under two is to be avoided and it should be limited for children aged two to five to no more than one hour daily and less where possible. Screen use should be purposeful, supervised and must not replace play, conversation, physical activity or practitioner interaction

3 Smart watches and any other electronic devices with imaging and sharing capabilities

- Personal smart or connected devices must not be worn or carried while working directly with EYFS children and must be stored securely with personal phones
- No electronic devices with imaging or sharing capabilities are to be used on site, other than those provided by the School
- Electronic devices include smartwatches, fitness trackers, smart glasses, earbuds with recording or assistant functions, tablets, laptops, body-worn cameras, voice assistants, AI-enabled wearables and any device capable of capturing, storing or transmitting images, audio, video or location data
- Ordinary watches or non-connected medical devices may be worn. All watch notifications must be either turned off or put on silent
- Unauthorised recording, transmission or suspected misuse should be reported immediately

4 Other guidance

The SET Procedures, outlining the multi-agency child protection guidelines for Southend, Essex and Thurrock, can be accessed/downloaded from: <https://www.escb.co.uk/working-with-children/safeguarding-policies-procedures>

All staff are committed to the following principles of Safeguarding & Child Protection:

1. Confidentiality and appropriate security/access to records
2. Clear and effective communication
3. Centralisation of information, liaison with outside agencies
4. Maintenance of secure records and registers
5. Ensuring co-operation between organisations, departments and individuals

6. Promoting an environment in which a child's development (physical, intellectual, emotional, social, behavioural) and health (physical and mental) are nurtured and in which ill-treatment (e.g. sexual or psychological abuse) is effectively tackled.

Important Contact Details:

Reception: 01245 467 588

Designated Safeguarding Leads:

01245 467 588 (ext. 450) –Assistant Principal

01245 236 192 (ext. 414) –Head of Pre-Prep Division

01245 236 144 (ext. 142) - Head of Nursery

Essex Social Services

For referrals:

Office hours: 0345 603 7627 (Children & Families Hub)

Emergency out of hours: 0345 606 1212

Local Authority Dedicated Officer (LADO)

For referrals and guidance on whether to refer: 0333 013 9797

Essex Safeguarding Children Board: 0345 603 7627

NSPCC: 0808 800 5000

Childline: 0800 1111