



# Camera and Mobile Phone Policy

**Date of last review: November 2025**

**Date of next review: November 2026**

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

## Mobile Phones

We allow staff to bring in personal mobile telephones for their own use. Users bringing personal mobile phones into Wacky Woods must ensure there is no inappropriate or illegal content on the device.

All staff/students must ensure that their mobile telephones are left inside their bag throughout contact time with children. Staff bags should be placed in the shed unless requested by the manager to move them to another appropriate location.

Mobile phone calls may only be taken during work time if staff have a personal emergency. They are free to use the setting's phone or make a personal call from the shed. If a member of staff is waiting for an emergency personal call then their phone may be left in their pocket and with permission can answer with permission.

Staff will need to ensure that the manager has up-to-date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

Any parent helpers will be requested to place their bag containing their phone in the shed and ask to take or receive any calls outside the fenced area.

It is the responsibility of all members of staff to be vigilant and report any concerns to the manager/deputy.

Concerns will be taken seriously, logged and investigated appropriately in line with our safeguarding policy.

## Visitors /Workmen

Mobile phones are to be left in the shed. If it is necessary for visitors/workmen to have their mobile phones to implement their role effectively then they are to be supervised at all times.

Parents are asked to please keep your phones put away whilst in the boundary of the forest. If you need to take personal calls then we would please ask you to go outside of the main gate.

### Cameras

Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements. They are an effective form of recording their progression in the Early Years Foundation Stage and on Tapestry. They may also be used on our website and/or by the local press with permission from the parents.

However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care. Only the designated school cameras/iPads are to be used to take any photos within the setting or on outings. Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress. All staff are responsible for the location of the cameras and iPads; all of which must be locked away as instructed by the manager.

Images taken and stored on the camera/iPad must be downloaded onto Tapestry as soon as possible, ideally once a week and then deleted.

Under no circumstances must cameras of any kind be taken into the toilet area.

### Productions/Outings

Photographs may be taken during productions/outings if permission has been granted by the manager, as occasionally there are restrictions for safety reasons. If permission is granted, then photographs are only for parental/carer's personal use and must not be placed on any social network sites. Failure to adhere to the contents of this policy will lead to disciplinary/safeguarding procedures being followed

