

**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.
- 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 Head of Division.
- Early Years staff will ensure that the direct telephone lines of the 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, personal phones may be used in the office or staff room.
- Visitors to Reception or Nursery will not be permitted to use their mobile telephones during their time in these areas.
- If necessary, visitors may be given a quiet space where they can use their phone where no pupils are present.
- Pupils in the Preparatory Division who bring their mobile phone to School, must hand these in at the designated place in reception. Pupils are not to use their phones in the Preparatory Division at any time during the School day. When their mobile phone is collected after the school day ends, they are not to be used until the pupil is out of the building.

2 Cameras and videos

- Camera and video use is monitored by the Nursery Manager 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.
- Photographs and recordings of pupils are only taken if there is written consent.
- 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.
- Separate permission is sought from parents/carers for photographs being used for promotional material.

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

- All smart watches must have Bluetooth disabled.
- All watch notifications must be either turned off or put on silent.
- No electronic device with imaging or sharing capabilities are to be used on site, other than those provided by the School.

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/media/2739/set-procedures-may2022.pdf>.

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) - Nursery Manager

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

Independent Safeguarding Authority (ISA)

NSPCC: 0808 800 5000

Childline: 0800 1111