

Founded 1642



# New Hall School

## EYFS

# Mobile Phone & Camera Policy

Reviewed by	Senior Leadership & Management Team
Date	August 2018
Authorised by	Board of Governors of New Hall

**NEW HALL PRE-PREPARATORY DIVISION 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-Bullying, 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 Early Years department 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 Pre-Reception 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 school office or staff room
- Alternatively, Pre-Reception staff can use the external telephone
- Visitors to the Early Years department will not be permitted to use their mobile telephones during their time in Early Years
- If necessary, visitors may be given a quiet space where they can use their phone where no children are present

**2. Cameras and Videos**

- Camera and video use is monitored by the Pre-Reception Manager and Head of Foundation Stage
- Members of staff must not bring their own camera or video recorders into the setting
- No cameras/iPads are allowed in the Early Years department, except those that are the property of New Hall School. They are only to be used by Early Years staff and children
- Photographs or recordings of children are only taken on equipment belonging to New Hall School, whether this be in school or on an educational visit
- Photographs and recordings of the children are only taken if there is written consent on an individual's consent form
- Photographs and recordings of the children 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
- Material that is tweeted on the school Twitter account or used on a social media platform must not include images of children's faces

The SET Procedures, outlining the multi-agency child protection guidelines for Southend, Essex and Thurrock, can be accessed/downloaded from;

<http://www.escb.co.uk/Portals/67/SET%20Procedures-April%202017-updated.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 Lead: 01245 467 588 (ext. 415) - Head of Boarding  
01245 236192 - Head of Pre-Prep Division  
01245 236 192 (ext. 369) - Pre-Reception Manager

Deputy Designated Safeguarding Lead: 01245 467 588 - Head of Foundation Stage

**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: 03330139797

**Essex Safeguarding Children Board:** 0345 603 7627

**Independent Safeguarding Authority (ISA)**

NSPCC: 0808 800 5000

Childline: 08001111