

Founded 1642



# New Hall School

## Early Years Safeguarding Mobile Phone & Camera Policy

Reviewed by	Senior Leadership & Management Team
Date	August 2016
Authorised by	Board of Governors of New Hall

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

*Please also refer to the Safeguarding & Child Protection Policy, Anti-Bullying Policy, ICT Code of Practice including 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 EY department at any time when children are present
- If any member of staff is seen to be accessing their telephone at any time when EY children are present, this will be reported to the Head of Preparatory Division
- EY staff will ensure that the direct telephone lines of the School 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 EY department will not be permitted to use their mobile telephones during their time in EY
- 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 EY department except those that are the property of New Hall School. They are only to be used by EY staff and children
- Photographs or recordings of children are only taken on equipment belonging to New Hall School
- 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

The staff are not allowed to use mobile phones for personal use in classrooms when children are present. Only school cameras and audio visual equipment should be used to take photographs and films of students, whether this be in school or on educational visits; photographs and films may only be taken for assessment or educational purposes and the images should not be taken off the school premises.

The SET Procedures, outlining the multi-agency child protection guidelines for Southend, Essex and Thurrock, can be accessed/downloaded from [microsites.essexcc.gov.uk/microsites/ESCB/set.htm](http://microsites.essexcc.gov.uk/microsites/ESCB/set.htm)

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

- 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 ex 415 - Director of Boarding (Senior School)  
01245 236 192 ext 277 - Head of the Preparatory Division  
01245 236 192 ext 369 - Pre-Reception Manager (Early Years)  
Deputy Designated Safeguarding Lead: 01245 467 588 - Head of Foundation Stage

**Essex Social Services**

For referrals:

Office hours: 0345 603 7634

Out of office hours: 0345 606 1212

**Local Authority Dedicated Officer (LADO)** 01245 436 744

For referrals and guidance on whether to refer

**Essex Safeguarding Children Board** 01245 506 641

**Essex Safeguarding Advisory Service** 01245 436 748

**Independent Safeguarding Authority (ISA)**

**NSPCC** 0300 123 1111

PO Box 181  
Darlington  
DL19FA

**Childline** 08001111