

# Hakeford Woods

## Use of mobile phones (and photography) at Hakeford Woods

### Background

Over recent years mobile phones have become increasingly popular and increasingly complicated. It is now unusual for an adult not to have a mobile phone and for this phone not to have a camera integrated into it. With this in mind local authorities have developed the following guidance on use of mobile phones in educational settings. This guidance should be implemented in all council run settings such as Children's Centres and Maintained Nurseries. It is recommended as good practice to all privately run Early Years settings. In light of these recommendations we have chosen to adopt this policy across the range of Hakeford Woods' sessions.

### Concerns

There are two major concerns regarding staff having mobile phones on their person during work hours in the Forest School setting; both of which have safeguarding implications.

The first concern is the ability to take photos with a mobile phone which has a camera fitted outside any agreed protocol for taking photographs in the establishment.

The second is that staff may be tempted to answer their phone whilst at work and that this could distract them from their supervisory duties.

There is also a concern that parents/carers/visitor to the Forest School also have the ability with such phones or devices, to take photographs of participants in the establishment outside agreed protocols.

### Actions

- Parents are requested not to put photographs from Forest School that include other children whose parents have not given permission to do so onto the internet or social networks sites, including photographs from events and pictures that are taken by Hakeford Woods as part of the record keeping process, forest school and birthday cards etc.
- At Hakeford Woods, photographs and video of children must only be taken with the devices belonging to the Forest School Leader. Parents sign to allow such imaging of their child on entry, including for use in Learning Journeys, and whether they permit images to appear on our websites, social media and in newspapers.
- Staff, students and volunteers may take photographs on the Forest School Leaders' devices, to be used with observations of children's learning or for display purposes within the Forest School (and possibly on the website, social media and/or other publications with parental consent).
- It is understandable that parents/carers will want to take photographs of their children during particular events. At Hakeford Woods, we permit parental photography/filming at the different events. However if this is to happen then the permission of the parents/carers of all the children involved in the event should be obtained prior to the event. This is usually obtained on entry to event. Parents/carers are requested to restrict photography to their own children or those for whom they have been given express permission by their parents/carers.
- Staff are requested not to use mobile phones whilst working with the children in the Forest School setting. All staff will be asked to sign to state they are aware of this rule and that they agree to abide by it. If staff use their phones around our young children without express permission it will be considered a breach of our rules and will be subject to disciplinary action. Staff may carry their mobile phone in case of emergency or the need to contact parents or schools.

- Staff may in emergency situations need to make a call using their mobile phone. In such circumstances, staff, students or volunteers can use the Forest School Leader's mobile phones, ensuring other staff within the area they are working are aware and suitable supervision levels whilst this happens are made.
- Communications will be made to parents, carers and visitors that the use of mobile phones in and about the premises when there are young people present is not allowed. This could be communicated by letter to regular establishment users and by the use of signs or notices.

Approved

A handwritten signature in black ink, appearing to be 'Stuart Young', written over a faint, illegible stamp or background.

**Stuart Young (Managing Director)**

Adopted on **(24/11/2022)** Review Date **(24/11/2023)**