



Breakaway

Mobile phone and camera image policy

Policy Owner:	Ranbir Sidhu (Registered Manager)
Version:	1:4
Date:	June 2025
Review Date:	June 2026

Policy Summary:

Regulations 12, 34, 45 of the Children's Homes Regulations 2015

Policy Statement:

At Breakaway the safety of the children is paramount. To keep them protected at all times a Mobile Phone and Camera Image Policy is necessary and its procedures are to be strictly adhered to.

Aim:

The aim of this policy is to ensure that Breakaway is a safe and controlled environment and that no person within the setting are able to use mobile phones or cameras inappropriately.

Legislation, Central Government and other External Documents References:

Data Protection Act 1998

General Data Protection Regulation 2018

The Children Act 1989

Child Protection Policies and Procedures

www.proceduresonline.com/berks

Policy:

Personal mobile phones belonging to members of staff are not to be used during working hours either on the premises or when on outings.

Visitors, including workmen, professionals and parents/carers must be made aware by signage and verbally that they must not use their mobile phone in the unit when children are present. If they need to receive/make a call they must go outside of the building.

Social Workers visiting children must be informed, if they are to spend time alone with a child, that they are required to switch their mobile phones off if it has a camera facility.

Only the equipment belonging to Breakaway is to be used to take images of children. It can only be used to take images of children participating in activities, either inside or outside of Breakaway, to evidence their development, learning and enjoyment and only once written consent is received from parents/carers (in This is Me) in accordance with the Data Protection Act 1998/ GDPR 2018. These images may be displayed in Breakaway to help children feel inclusive.

Where a parent/carer has given consent but a child declines to have an image taken, it must be treated as consent not having been given and it must be recorded in their file that this is the case

No images that are taken of children are to be downloaded onto any personal equipment.

No electronic copies of images to be passed to outside agencies.

Any staff member found not to be complying with this Policy will face disciplinary action.

Procedure:

If staff feel that they need to bring their personal mobile phone/s in to work then they must be put on silent mode and placed in drawers/lockers in staff office on arrival for their shift. Mobile phone/s can be collected at the end of the shift.

The shift leader is responsible for ensuring that all staff on their shift are not using mobile phones during the shift.

Should staff disregard the Shift Leader's instruction then it is a duty of care that other staff on the shift whistleblow.

Staff may give the Breakaway mobile phone numbers (Management on call) and the Breakaway landline number to family members or those who may need to contact them in an emergency i.e. school, hospital.

Staff to make anyone who has been given the Breakaway mobile phone numbers and the Breakaway landline number aware that it is just for emergencies only.

Under no circumstances may members of staff bring in their own imaging device i.e. camera, laptop, iPad, tablet into the unit for use, it must not be used to take pictures or record videos of children or any other confidential information.