



## Use of mobile phones and cameras

At Stretton Pre-school, we take steps to ensure that there are effective procedures in place to protect children, young people and vulnerable adults from the unacceptable use of mobile phones and cameras in the setting.

### Procedures:

#### Personal mobile phones:

- Personal mobile phones belonging to staff and volunteers are not used on the premises during working hours (staff may use their phones at lunch time, away from children)
- At the beginning of each individual's shift, personal mobile phones are stored in a locked safe (in the office at Fourfields and in the cupboard at Main Street)
- In the event of an emergency, personal mobile phones may be used in privacy, where there are no children present, with permission from the site supervisor or Childcare Operations Manager
- Our staff and volunteers ensure that the work telephone number is known to immediate family and other people who need to contact them in an emergency
- Members of staff must not take their personal mobile phones out on outings - the Pre-school outing mobile must be used (should the pre-school mobile be out of order, the site supervisor can allow the senior room practitioner to take their personal mobile. In this situation they can only use the mobile phone in an emergency situation and they must not make or receive personal calls as this will distract them)
- Staff and volunteers must not use their personal mobile phones for taking photographs of children on outings
- Parents and visitors are requested not to use their mobiles whilst on the premises. We make an exception for a visitor's company or organisation that operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of quiet spaces where they can use their mobile phones, where there are no children present.

#### Camera and Videos:

- Staff and volunteers must not bring their own cameras or video recorders into the setting
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, for displays within the setting and for advertising purposes - with parental permission

- Photographs or recordings of children are only taken on equipment belonging to the setting
- Cameras, video equipment and tablets are monitored by the Site Supervisor.
- Where parents request permission to photograph or record their own children at a special event, reasonable endeavours will be used to obtain permission from all parents for their children to be included. Parents and carers are requested not to upload photographs containing children other than their own to social media sites.
- Photographs and recordings of children during pre-school hours are only taken of children if parents provide written permission to do so (found on the individual child's Parent/Carer Contract Form on registration).
- Notices are displayed at pre-school events where a photographer is present and taking photographs on behalf of the pre-school. Parents/carers should inform a pre-school representative if they do not wish their child to be included in photographs.

This policy was adopted by

Stretton Pre-School

On

6 October 2016

Date to be reviewed

Annually

Signed on behalf of the provider

Name of signatory

Sarah Morris

Role of signatory

Chair person