

MOBILE PHONE & CAMERA POLICY

Little Willows Pre-school believes that keeping children safe is of paramount importance. We also seek to ensure that everyone in the pre-school is safeguarded against allegations and works to high standards of professionalism. Our aim is to have a clear policy on the acceptable use of mobile phones, personal music/computer devices and cameras that is understood and adhered to by all parties concerned without exception. In order to achieve this, we operate the following policy:-

Mobile Phones & Personal Music/Computer devices

- The Pre-school allows staff to bring in personal mobile phones and music/computer devices for their own use in their lunch hour.
- Users bringing personal devices into the pre-school must ensure there is no inappropriate or illegal content on the device.
- All staff and volunteers at the pre-school must ensure that their mobile telephones/personal devices are left in the office throughout contact time with the children. Escorted visitors to the pre-school may keep their mobile phones/personal devices in their bags.
- Mobile phone calls and text messages may only be taken at lunch time, when there are no children in the pre-school.
- If staff have a personal emergency during session hours, they are welcome to use the pre-school phone or make a personal call from their mobile in the office, with the former permission of the Manager.
- If anyone working in, or visiting the pre-school needs to receive an urgent message they should give the pre-school number to the person they are waiting to hear from. Staff are strongly advised to ensure their next of kin, families, children's schools etc are aware of the pre-school's telephone number for emergencies.
- During group outings nominated staff will have access to mobile phones for emergency purposes only.
- Pre-school staff, volunteers and visitors must not use their mobile phones or other personal devices to take images of the children or otherwise record the children in the setting or on group outings.
- It is the responsibility of all members of staff and committee members to be vigilant and report any concerns to the Manager.
- Concerns will be taken seriously, logged and investigated appropriately.

Cameras

- Under the Data Protection Act 1998, the Pre-school must seek parental consent to take photographs. The Pre-school complies with this requirement through the completion of a 'Photography and Images of Children Form' on the admission of each new child to the pre-school.
- Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.
- Only the designated pre-school camera is to be used to take any photographs within the setting or on outings.

- Photographs may be taken during indoor and outdoor play and displayed in albums, wall displays or a child's development record for children and parent/carers to look through.
- All images taken must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- Under no circumstances must cameras of any kind be taken into the bathroom, without prior consultation with the Manager.
- All staff are responsible for the location of the camera and this should be locked away at the end of every session.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.
- Images should be downloaded on-site and erased from the camera once downloaded.
- Photographs will be stored on the pre-school computer which is password protected. Photographs must be disposed of should they no longer be required. It must be ensured that they will be returned to the parent or carer, deleted and wiped or shredded as appropriate.
- If the pre-school ceases to operate then all photographs will be shredded or deleted from the pre-school computer.
- On occasion we might like to use photographs of the children taking part in an activity to advertise/promote the pre-school via our handbook, website etc.; however in this instance specific parental permission will be sought.
- Only reputable photography agencies and/or professional photographers will be used for the purpose of school photos, etc. Evidence of such authenticity will be required. Photographers are to be treated as any other visitor. As such, appropriate levels of supervision will be in place at all times. This will ensure that no unsupervised access to children and young people will be given.
- Parent/carers wishing to take photographs during public pre-school events should discuss the matter with the Pre-school manager or other staff member.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

This policy was adopted at a meeting of the pre-school held on (date) _____

Signed on behalf of the pre-school _____

Signed on behalf of the pre-school _____

To be reviewed: _____