



Mobile Phone and Camera Policy

Policy Statement

We take steps to ensure that there are effective procedures in place to protect children from the unacceptable use of mobile phones and cameras in the pre-school.

Procedures

Personal mobile phones

- Personal mobile phones belonging to members of staff are not used on the premises during working hours.
- Personal mobile phones will be locked in the cupboard in the kitchen and they must be switched off and can only be accessed by the manager or deputy during pre-school hours.
- The pre-school telephone number will be known by all staff.
- Personal mobile phones may not be used on outings.
- Staff will not use their mobile phones for taking photographs of children in setting and on outings.
- Visitors may only use mobile phones upstairs, where children are not allowed at the manager's discretion.

Cameras and videos

- Members of staff 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, or for displays within the pre-school.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Parental permission will be gained from all parents for special events.
- Parental permission will be gained (on registration documents) before pictures are uploaded to Facebook and go in the media.
- Photographs and recordings of children are only taken of children if there is written permission to do so.
- Photographs will only be taken on an ipad, mobile or SD card owned by the pre-school.

**This policy was adopted at a meeting of Goudhurst Village Pre-school
Held on.....**

Date to be reviewed.....

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory