

Pound Hill Pre-School Policy and Procedures



1.6 Use of mobile phones and cameras

Policy statement

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.

- At the beginning of each practitioner's, student or volunteer's shift, any owned personal mobile phones must be placed in and stored in the kitchen within a locked draw
- In the event of an emergency, personal mobile phones may be used with permission from the manager.
- Practitioners ensure that immediate family and other people who need to contact them in an emergency know the telephone number of the setting (07765245933).
- If practitioners take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls, as this will distract them.
- Practitioners will not use their personal mobile phones for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. There is an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.

Cameras and videos

- Practitioners 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 setting. These are deleted on a half termly basis
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
- Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's Registration Form).

This policy was adopted by

K Platt

Role of signatory

Manager

Date

July 2021

Date to be reviewed

01/09/2022
