



# Camera and Mobile Phone Policy

## Acceptable Use of Mobile Phones & Camera Policy

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

### Mobile Phones

St Paul's Preschool allows staff to bring in personal mobile telephones for their own use.

Users bringing personal mobile telephones into the preschool must ensure there is no inappropriate or illegal content on the device.

All staff/students must ensure that their mobile telephones are left in the allocated box in the kitchen area throughout contact time with children. Staff bags should be placed in the cupboard/kitchen unless requested by the manager to move them to another appropriate location.

Mobile phone calls may only be taken during staff breaks or in staff members' own time. If staff have a personal emergency they are free to use the setting's phone or make a personal call from their mobile in the office.

If a member of staff is waiting for an emergency personal call then their phone may be left with the manager who with permission will answer and then notify the member of staff.

Staff will need to ensure that the Office has up to date contact information and that staff make their families, children's schools etc, aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

All parent helpers will be requested to place their phone in the allocated box in the kitchen area and asked to take or receive any calls in the office.

It is the responsibility of all members of staff to be vigilant and report any concerns to the management team.

Concerns will be taken seriously, logged and investigated appropriately in line with our safe guarding policy.

**HEALTHY EATING AND REGULAR EXERCISE IN THE YOUNG**

## Visitors /Workmen

Mobile phones are to be left in the box provided. If it is necessary for visitors/workmen to have their mobile phones to implement their role effectively then they are to be supervised at all times.

## Cameras

Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and are an effective form of recording their progression in the Early Years Foundation Stage. They may also be used on our website and/or by the local press with permission from the parents.

However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Only the designated St Pauls Preschool cameras are to be used to take any photos within the setting or on outings. Exceptions to this will be discussed with parents/carers i.e. Nativity Play, Fairs.

Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

All staff are responsible for the location of the cameras. A storage box is provided and all cameras should be placed in the box and stored in the office at the end of the day.

Images taken and stored on the camera must be downloaded on site as soon as possible, ideally once a week. Photographs are then stored on a flash drive and stored securely in the office. Photographs no longer needed will be deleted.

Under no circumstances must cameras of any kind be taken into the toilet area without prior consultation with the manager or Safeguarding Officer.

If photographs need to be taken in the toilet area i.e. photographs of the children washing their hands, then the manager or the Safeguarding Officer must be asked first and staff to be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.

## Other devices

Smart Watches etc.: As with mobile phones and iPad's, we ask that the same rules apply to smart watches and any devices which can take photographs, videos, recordings or access the internet. Please either leave these devices in the kitchen area and turn them off while in the preschool.

## Productions/Outings

Photographs may be taken during productions/outings if permission has been granted by the Manager in consultation with parents and carers as occasionally there are restrictions for safety reasons. If permission is granted then photographs are only for parental/carers personal use and must not be placed on any social network sites.

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

|  |  |
|--|--|
| Approval by the Management Committee:                |  |
| Signed:  |  |
| Chair:   |  |
| Date:  |  |
| The next review by the Management Committee will be: |  |