



Bowes Pre-School & Holiday Club

1.7 Mobile phone & Camera Policy

Bowes Pre-school will take steps to ensure that there are effective procedures in place to protect children in our care from the unacceptable use of mobile phones and cameras in the setting.

Personal Mobile Phones

- Personal mobile phones belonging to members of staff are not used on the premises during working hours
- At the beginning of each individual's shift, personal mobile phones are stored in a locked cupboard in the office.
- In the event of an emergency, personal mobile phones may be used in the privacy of the office, with permission from the Manager.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who may need to contact them in an emergency
- If members of staff take their own mobile phone on outings, for use in the case of an emergency, they must not make or receive personal calls (without prior permission from the Manager) as this could distract them.
- Members of staff will not use their personal mobile phones for taking photographs of children, in the setting or 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 phones, where there are no children present.

Pre-school mobile phone

- The Pre-school mobile phone may be used to take photographs or video's with the purpose of uploading them to our Pre-school Facebook page.
- Images/video's will be deleted from the mobile phone once used
- The Pre-school mobile phone will be locked away in a secure cupboard when not in use.
- The Pre-school mobile phone can be taken on trips and outings, for the purpose of contacting parents in case of emergencies and taking photographs for valid reasons such as recording their learning and development

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 setting
- Photographs or recordings of children are only taken on equipment belonging to the setting
- Camera and video use is monitored by the setting Manager
- 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 are only taken of children if there is written permission to do so (found on the individual child's enrolment form)

Use of images of children

Bowes Pre-school recognises the advantages of taking photographs of children when engaged in a variety of activities and experiences, to include within their learning journals. However, we also recognise our obligation to ensure the safety and welfare of children, when making photos or images of them.

For images used on the website or for publicity materials, prior permission will always be obtained from parents/carers upon registration. This consent permits images to only be used for the following:-

- Pre-schools own record of activities undertaken
- Pre-schools literature
- Pre-schools website
- Local press articles
- Social media

All images used will be appropriate for the purpose, and parents/carers will be informed of their usage in advance, especially if for external use.

This policy is fully supported by the Manager, Staff, Committee and parents/carers of Bowes Pre-School.

Signed:- (Chairperson)

Print Name: Date:

Signed:- (Manager)

Print Name: Date:

Review date: