

## 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 from the unacceptable use of mobile phones and cameras in the setting.

### Procedures

#### *Personal mobile phones*

- Adults' personal possessions including mobile/camera phones/ watches must be locked away during the session, unless, in extenuating circumstances, permission is sought from leaders. In this instance the mobile/camera phone/ watch will be kept in the Emergency Tray and accessed under supervision from a leader, mobile/camera phones must **not** be kept on the person.
- Personal cameras or camera phones must not be used to take photographs of the children. There is a pre-school camera for this purpose.
- Our staff and volunteers must ensure that the Pre-school mobile number is known to immediate family, and other people, who may need to contact them in an emergency.
- Our staff and volunteers 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.

#### *Cameras and videos*

- Our staff and volunteers 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 whilst children are present.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use will be monitored by the 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 of children are only taken of children if parents provide written permission to do so on the Personal Information form.

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