



1.6 USE OF MOBILE PHONES AND CAMERAS

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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, camera phones or watches must not be used to take photographs of the children. There is a pre-school camera and ipod 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.