

Mobile Phone & 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

- Addlestone Pre-school allows staff to bring in personal mobile telephones for their own use.
- Users bringing personal mobile telephones into Addlestone Pre-school must ensure there is no inappropriate or illegal content on the device.
- All staff/students must ensure that their mobile telephones are left inside their bag throughout contact time with children. Staff bags should be placed in the cupboard/office unless requested by the Principal 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.
- Staff will need to ensure that the manager 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 bag containing their phone in a locker and asked to take or receive any calls on the main preschool number.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the manager/deputy manager.
- Concerns will be taken seriously, logged and investigated appropriately in line with our safe guarding policy.

Visitors /Workmen

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 Addlestone Pre-school cameras are to be used to take any photos within the setting or on outings.

- 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.
- Images taken and stored on the camera must be downloaded on site as soon as possible, ideally once a week by Amy who is the designated member of staff then deleted.
- Under no circumstances must cameras of any kind be taken into the toilet area without prior consultation with the manager.
- If photographs need to be taken in the toilet area i.e. photographs of the children washing their hands, then the manager 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.

Tablets

- Staff will have access to the preschool tablets and each staff member will be allocated a secure log in, which they are to keep private.
- The tablets are only to be used on the premises and for the purposes of preschool activities.
- Photographs and typed observations are taken for the purpose of recording a child/group of children participating in activities or celebrating their achievements. They are an effective form of recording their progression in the Early Years Foundation Stage.
- Staff are to record their observations using the Tapestry system only. This system is currently only accessed by staff.
- Parents may be shown printed copies of their own child's progression at parent meetings.
- It is essential that photographs are taken and stored appropriately to safeguard the children in our care.
- Only the designated Addlestone Pre-school tablets/cameras are to be used to take any photos within the setting.

Productions/Outings

Photographs may be taken during productions/outings if permission has been granted by the manager 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.