

## **Mobile Phone & Camera/Video Policy**

Stalbridge pre-school aims to safeguard all children in our care.

We understand that staff may wish to bring personal mobile phones to work, this policy is intended to stop any unauthorised photographs of children being taken whilst in our care.

The pre-school accepts no responsibility for the loss or damage of personal mobile phones whilst on the pre-school premises.

### **Staff:**

- Personal mobile phones or cameras will not be permitted in the areas accessed by children.
- Mobiles must be kept in the kitchen lockers and only used during lunch breaks (the only exception to this will be if you are expecting an important phone call, this needs to be agreed with the manager)
- The pre-school mobile will be held in the office during working hours.
- Staff are requested to give anyone that may need to contact them in an emergency during working hours the pre-school land line number and the pre-school mobile numbers.
- The pre-school has its own camera for use when taking photographs of children that have been authorised by parents/carers ie as evidence for learning journeys, when photographing activities and outings or to promote the pre-school via the website, these will only be uploaded onto the pre-school computer, images on the card will then be deleted.
- Only the pre-school mobile and camera will be used on outings.

### **Parents, volunteers, visitors:**

- The use of mobile phones will be prohibited in the pre-school areas accessed by children and any use of them must be in a private area away from the children.
- A sign will be displayed forbidding the use of mobile phones in the pre-school setting.
- We understand that parents may wish to take images of their children during pre-school events such as plays and sports days, under no circumstances must images that include any other child or adult be posted on any networking sites.

**Breach of this policy could result in disciplinary action.**

**This policy cross references to: Safeguarding Children**

This policy was adopted at a committee meeting on: 20.6.12

Signed:

Role: Manager

Signed:

Role: