



# Camera and Mobile Phone 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**

Little Me Pre-school allows staff to bring in personal mobile telephones for their own use. Users bringing personal mobile telephones into Little Me 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 kitchen. If a member of staff is waiting for an emergency personal call then their phone may be left in the kitchen and with permission can answer.

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 the kitchen and asked to take or receive any calls in the kitchen area.

It is the responsibility of all members of staff to be vigilant and report any concerns to the manager/deputy.

Concerns will be taken seriously, logged and investigated appropriately in line with our safe guarding policy.

## **Visitors /Workmen**

Mobile phones are to be left in the kitchen. 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. They are an effective form of recording their progression in the Early Years Foundation Stage and on Tapestry. 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 Little Me Pre-school cameras/iPads 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 and iPads; all of which must be locked away as instructed by the manager.

Images taken and stored on the camera/iPad must be downloaded onto Tapestry as soon as possible, ideally once a week and 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.

### **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/carer's 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.