**Mobile Phone and Camera Policy**

Please take time to read the pre-school policies and let the Pre-school Leader or Chair know if you have any questions.

The policies are also available to read on our website:

www.streatleyhillpreschool.org.uk

**Statement of intent**

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones and cameras in the setting.

**Procedures**

*Personal Mobile Phones*

* Personal mobile phones belonging to members of staff are not used on the premises during working hours, except in the privacy of the office during lunch breaks.
* At the beginning of each individual’s shift, personal mobile phones are stored in an individual's drawer or bag out of sight, in the office.
* In the event of an emergency, personal mobile phones may be used in the privacy of the office, with permission from the Pre-school Leader.
* Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
* If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.
* Members of staff will not use their personal mobile phones for taking photographs of children on outings or in the setting.
* Parents will not use their personal mobile phones for taking photographs of children on outings or in the setting except where permission has been sought and given by the Pre-school Leader and the parent's of all children involved.
* Parents and visitors are requested not to use their mobile phones whilst on the premises. If a parent is in the middle of a phone call when they arrive at pre-school they will be asked to complete the call before entering the building. In the same way if their phone rings they will be asked to take the call outside. Visitors will be advised where they can use their mobile phone, where there are no children present.

*Cameras and videos*

* Members of staff must not bring their own cameras or video recorders into the pre-school.
* Parents must not bring their own cameras or video recorders into the pre-school except where permission has been sought and given by the Pre-school Leader and parents of all children involved.
* 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.
* Photographs or recordings of children are only taken on equipment belonging to the pre-school.
* Camera and video use is monitored by the Pre-school Leader.
* 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. e.g. the Christmas party.
* Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child’s Registration Form).

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| This policy was adopted at a meeting of Streatley Hill Pre-school Committee on: | 15th July 2014 |
| This policy was last reviewed on: | 29 June 2016 |
| Date of next review: | 29 June 2017 |
| Signed on behalf of the Committee by: | Laura Coyle |
| Role of Signatory: | Chair |