



MOBILE PHONES, CAMERAS & ELECTRONIC DEVICES POLICY

Policy Statement

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, internet enabled devices, cameras, wearable tech and electronic devices with imaging and sharing capabilities in the setting.

Personal Mobile Phones, Internet Enabled Devices & Wearable Tech (Smartwatches and Activity Trackers)

- Personal mobile phones belonging to members of staff are not used on premises during working hours. This does not include breaks where personal mobiles may be used off the premises or the privacy of the office, where there are no children present, with permission from the Pre-School Supervisor.
- At the beginning of each individual's shift, personal mobile phones should be switched off and stored in lockers or drawers.
- In the event of an emergency, personal mobile phones may be used in the privacy of the office, where there are no children present, with permission from the Pre-School Supervisor.
- 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 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.
- Staff will not use their personal mobile phones or equipment to take photographs of children at any time.
- Parents and visitors are requested not to use their mobile phones or any other electronic devices whilst on the premises. There is an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone where there are no children present.
- All parents and visitors to pre-school will be asked by the member of staff who welcomes them into the building to place any mobile phones or other personal recording equipment into either the plastic holder next to the main entrance door or the safe in the office.



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- Staff are not to use or interact with Wearable Tech (such as Smartwatches and Activity Trackers) during working hours. If they become an unnecessary distraction, we reserve the right to not allow Wearable Tech to be worn during staff working hours.

Cameras and Electronic Devices

- Staff are not permitted to bring in or use their own personal cameras or electronic devices with imaging and sharing capabilities at any time on pre-school premises.
- Electronic devices include mobile phones with cameras on, personal cameras, personal camcorders, video recorders, wearable tech, smart watches, all types of activity trackers, voice recorders or anything that belongs to staff, and not the pre-school, that could take or share images of the children.
- Photographs and recordings of children are only taken for valid reasons, for example, to record their learning and development, or for displays within the pre-school.
- If photographs are used for publicity, parental consent is gained (on the registration form) and safeguarding risks minimised, e.g. children may be identified if photographed in a sweatshirt with the name of their setting on it.
- 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 Supervisor and Deputy.
- 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). Children are given the opportunity to consent to their photograph being taken, even if parent/carer permissions are in place.
- Parents and all other visitors to the pre-school are also requested to adhere to the above policies.

Photography and Video Recording at Pre-School Special Events

- ✱ We recognise the importance of parents being able to record the special milestones in their child's development. Permission will therefore be given for parents and carers to take photos and videos of their children, which are implicitly for their own personal use, at "Pre-School Special Events" only such as the Pre-School Christmas Party.



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- In the interests of child protection, safeguarding children and to respect other parents' wishes, no photos or videos that may include children other than your own may be uploaded to the internet in any way or shared electronically.
- We cannot accept any responsibility for the protection of photos and videos taken by friends, family or other parents and carers at "Pre-School Special Events". We will therefore always remind parents before these "Special Events" take place that photography and videoing by other parents and carers will be permitted. We would request that parents remove their child from any "Pre-School Special Events" if they have any concerns over their child being photographed.