



Little Acorns Pre-School

'From little acorns mighty oaks grow'

Use of mobile phones, cameras and Ipads 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 and cameras in the setting.

Procedures

Personal Mobile Phones

- Personal mobile phones belonging to members of staff are not used on premises during working hours.
- At the beginning of each individual's shift, personal mobile phones are stored inside the office away from the children.
- In the event of an emergency, personal mobile phones may be used in the privacy of the office with permission from the Room Lead.
- 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.
- Parents and visitors are requested not to use their mobile phones 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.

Cameras, videos and ipads

- Members of staff must not bring their own cameras or video recorders or ipads into the setting.

- 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 setting.
- Camera and video use is monitored by the Room 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.
- If any recording is asked for by a third party agency (eg newspaper), then express and overriding consent will be asked for from the parent.
- Photographs and recordings of children are only taken and shared on agreed platforms which includes Tapestry, the school's website and for display purposes in and around the school.

All video, photographs and recordings of an individual child will be deleted from the system when the child leaves the setting or if being used for display purposes in the shortest amount of time possible.

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Completed by: Jonathan Elms (Headteacher)

Reviewed by: EYFS Governors Working Party.