

Management of Mobile Phones and Cameras

This policy sets out the rules for the regulation of staff, student and visitor mobile phones and cameras in the setting.

It is our intention to provide an environment where children, parents and staff are free from images being recorded and used inappropriately.

For the purpose of this policy, when 'staff' are mentioned it relates to staff, volunteers, students and visitors.

Kingfisher Preschool allows staff to bring in their mobile phone into work but they must ensure that there is no illegal or inappropriate content on the phone.

At the beginning of every session, each member of staff will put their phones in the locked box. They must not use them during the session unless for an emergency with the permission of the Supervisor / Manager. In this case staff will be directed to use a room away from the children to use their phone in that emergency. The phones can be collected at the end of sessions when all the children have left the premises.

Staff are not permitted to use the camera or video function of their phone in sessions.

The Supervisor must carry the preschool mobile phone with them at all times. This is used appropriately, to make or answer calls related to the preschool. This number should be given to out as the emergency contact for staff.

Staff must only use the setting's own digital camera or tablets to take any photographs of the children's observations for their learning journals. The digital camera and/or tablets will be locked away at the end of each session, ensuring the memory card is in place. Once the photos have been used/printed out, they must be immediately be deleted.

After visitors have signed in, they will be asked to put their phones in a locked box.

Kingfisher Preschool is aware that during celebrations where parents and carers are present e.g. Harvest festival, Christmas Play, Easter Service, they may want to take photos of their own children. Before an event we would ask the parents present if anyone had any

objections to photos being taken, however, we would insist that no photos or videos are put onto social media. These photos are only for private use. Parents and carers have the right to refuse their child being in such photographs.

Children will have use of a child's digital camera to develop their ICT skills. These will be locked away at the end of each session.

If any of these devices, memory cards or memory sticks are found to be missing, steps will be put in place to immediately find them.

Date: 14th September 2016

Signed:

Kingfisher Preschool Manager

Review Date: September 2017

Staff Signatures:

I confirm that I have fully read and understand this policy. I will adhere to and follow the directives laid out in this policy.

PRINTED NAME	POSITION	SETTING	SIGNATURE	DATE