

## Moulton Pre-School – Mobile phone, camera and Electronic Devices Policy

<b>Version:</b>	1.0
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<b>Approved and signed by:</b>	Moulton Pre-School Committee
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## Mobile Telephone, Camera & Electronic Devices Policy

***Moulton Pre-school is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment.***

Moulton Pre-school operates a camera, mobile phone and recording device policy to protect children, staff, visitors and volunteers from allegations, to reassure parents and maintain high standards of care within the Pre-school.

### **Policy statement:**

The Pre-school embraces new technology but has a mobile phone and camera policy on personal phone and camera use. This is to protect children in the setting from abuse and misuse of their images. General signed consent to take photographs or record images of children will be requested from the parent on enrolment of their child. The purpose for taking any images is to be clearly explained and agreed. Any consent given is to be reviewed on a regular basis (of a period of no more than one year) until such time the child no longer attends the setting. This consent will cover the taking of images for general purposes, such as taking photographs which will be used to document children's learning.

### **Aim: to ensure the safety of the children in our care.**

- Due to the preschool having no land line the Pre-School respects that members of staff may bring their phones to work, for use in receiving emergency phone calls. All phones must be stored in the emergency basket.
- We believe our staff should be completely attentive during their hours of work to ensure all children in the pre-school receive good quality care and education. This is why mobile phones are only to be used in emergencies and with permission of the Manager.
- Mobile phones are not permitted to be carried around the setting by anyone when children are present.
- Staff may give out the pre-school phone number to be used in case of emergency.
- Visitors and volunteers will be asked to keep their phones in their bag which is to be kept in the small room during their time in the setting. If they feel the need to be contactable their phone can then be placed in the emergency basket.
- During group outings nominated staff will have access to the setting's mobile phone, which is to be used for pre-school business only.
- Under no circumstances should photos be taken on mobile phones by staff, volunteers, or visitors.
- Under no circumstances must cameras of any kind be taken into the toilets without prior consultation with the Manager.
- All parents should be discouraged from using phones inside the pre-school and they should not to be used for taking photos.
- Only the preschool camera will be used during the preschool session and any pictures taken downloaded to the preschool laptop which is password protected and covered by data protection
- The above procedures apply to all types of electronic devices that are capable of capturing images.

### **Children photographing each other**

#### **Statement of intent**

- Children may on occasion be given the opportunity to photograph each other and their surroundings. This practice may occur during off-site activities and for most children it will be normal practice to take photographs to record a trip or event.

- Children also have access to cameras within the setting environment to support their learning and development needs. These activities will be encouraged in a safe and enabling environment.

The Designated Person for Safeguarding, Pauline Paines, is responsible for ensuring the safe storage of all images, in accordance with the Camera and Image Policy.

#### Procedures

Staff are required to discuss and agree some age appropriate acceptable use rules with children regarding the appropriate use of cameras.

