

**Orleton Pre-school Group**

**Mobile phones and cameras policy**

**Policy statement**

Orleton Pre-school ensures that effective procedures are in place to protect children, young people, vulnerable adults, and the staff who work with them from the unacceptable use of mobile phones and cameras in the setting.

**Procedures**

* At the beginning of each individual’s shift, mobile phones are restricted to the office in their own lockers and may only be checked and used for personal emergencies. Ring tones must be switched off. Staff must alert another staff-member should they need to check their phone and must remain in the office at all times. This is to prevent against inappropriate accusations against staff, as well as protecting children from possible misuse of phones.
* Staff-members ensure that the telephone number of the setting is known to immediate family and others who may need to contact them in an emergency.
* If staff-members take their personal phones on outings for use in an emergency, they must not make or receive personal calls as this will distract them.
* Staff-members will not use personal phones to take photos of children on outings.
* Parents/Carers and visitors are requested not to use their mobile phones whilst on the premises. There is an exception made if a visitor’s company or organisation operates a lone working policy which requires contact with their office throughout the day. Visitors will be advised of a quiet space (usual the office) where they can use their mobile phone where there are no children present.
* Children who attend after-school club are requested not to access their mobile phones or any technology which is capable of taking/storing photos whilst on the premises. These must remain inside their school bags.

**Cameras and videos**

* Members of staff must not bring their own cameras or video recorders into the setting.
* Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, for displays within the setting, or advertising (with parental consent).
* Photographs and recordings of children are only taken on equipment belonging to the setting.
* Camera and video use is monitored by the setting Manager.
* Where parents request permission to photograph or record their own children at special events, permission will be first obtained from all parents for their children to be included.
* Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child’s Admission form).

This policy was adopted at a meeting of Orleton Pre-school dated ……………………………………….

Date to be reviewed …………………………………………

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role of Signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role of Signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Staff-member please sign below to confirm that you have read and understood the policy, and are up-to-date with any changes.**

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| **Staff/Committee Name** | **Job Title** | **Signature & Date** |
| **Polly Smith** | **Deputy**  |  |
| **Vicky Thomas** | **Assistant** |  |
| **Sandra Thomas**  | **Assistant** |  |
| **Debbie Moran** | **Trainee Assistant** |  |
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