**Mobile Phone and Camera Policy. (Including smart devices)**

**Statement of intent**

South Milford preschool views the safety, welfare and protection of the children in our care as paramount.

We take our responsibility to safeguard children seriously. We have procedures in place which we ask everyone to respect, to help promote the safety of the children in our care.

**Aim**

We aim to make our preschool a welcoming place where children are not exposed to the use of mobile phones. Our aim is to protect our staff and children from inappropriate use and or allegation’s.

**Objectives and Procedures**

1. All staff must ensure that their mobile phones are left inside their bags. Personal mobile phones are not accessible to staff during session times.
2. The preschool has a mobile phone that is used in session times as its primary contact number. It is left in the kitchen area. This mobile phone is only accessible in the back kitchen area and must not be used within the hall or elsewhere in the setting. This mobile phone telephone number is given to all parents/ carers so that they are able to contact the pre-school during session times. It can be used by staff in an emergency or to contact parents where necessary. Staff are able to give this number out to people who may need to contact them in an emergency at preschool. It is not used for taking photographs.
3. When on outings, one mobile phone can be taken for emergencies. Usually this is the same one used for the above purpose, but when not available a manager will give permission for another mobile phone to be used and this information will be logged.
4. Parents, carers, students and volunteers are not permitted to use mobile phones within the preschool setting. If you are seen using a phone, a member staff will politely remind the parent, carer, student and volunteer of our preschool policy. Notices are put up around preschool as a reminder.
5. Only the preschool camera can be used to take photos of the children at pre-school. This must only be used by employed staff with enhanced DBS.
6. Under no circumstances must phones or cameras be taken into the toilet areas.
7. Parents’ permission is sought on the initial registration form to allow photos of their child to be taken for evidence in their learning and development.
8. Parents’ permission is sought to allow photos of their child to be used on the South Milford Preschool Website. No names will be put with the photos on the site.
9. Parents’ permission is sought to allow photos of their child to be used by NYCC on their training events and in training materials.
10. Other smart devices such as smart watches must NOT be worn in the setting if they have a camera function.

Policy written May 2023;

Next review: May 2024

**Links to other policies:**

Safeguarding children and child Protection Policy

Online Safety Policy

Social Media Policy

Staff Code of Conduct Policy

Visitors Policy