

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 / parents / students / visitors and volunteers 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 2 mobile phones that are used in session times as its primary contact number. (Mel & Trudy). These mobile phones are accessible to the managers in case of emergencies. 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.
3. These mobile phones are also used to take pictures by the managers. Once uploaded to the relevant space (e.g. private facebook page) these photos are deleted from the phones. Mel and Trudy are registered with the ICO which is an independent data protection agency.
4. When on outings, these mobile phones can be taken for emergencies. When not available a manager will give permission for another mobile phone to be used and this information will be logged.
5. 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. This includes in the garden and car park area.
6. We have a preschool camera that can be used to take photos of the children at pre-school. This must only be used by employed staff with enhanced DBS.
7. Under no circumstances must phones or cameras be taken into the toilet areas.
8. 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.
9. 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.
10. Parents' permission is sought to allow photos of their child to be used by NYCC on their training events and in training materials.
11. Other smart devices such as smart watches must NOT be worn in the setting if they have a camera function.

Policy written May 2023;

Reviewed Oct 2024 - M Riches

Links to other policies:

Safeguarding children and child Protection Policy

Online Safety Policy

Social Media Policy

Staff Code of Conduct Policy

Visitors Policy

