

MOBILE PHONE AND CAMERA POLICY

Policy Statement

Longwick Pre-school aims to protect children from harm by ensuring the appropriate management and use of mobile phones by everyone who comes into contact with the setting. This policy applies to all staff, parents, visitors and volunteers within the EYFS, and covers both indoor and outdoor areas. Failure to adhere to this policy may result in disciplinary action.

Procedures

Personal Mobile Phones

- To minimise any risks, all personal mobiles must not be used where children are present.
- Personal mobile phones are kept in a designated container in the kitchen which is away from the main setting area. Staff can access their phones in designated areas during their break times or if they need to make an urgent personal call in between this time.
- Visitors, including other professionals, contractors and parents/carers must be made aware by signs and verbal reinforcement that they are not to use their mobile phone where children are present.
- Staff are advised to provide their work place contact number to their family members, own children's schools/settings for use in the event of an emergency. **The Village Hall telephone number is 01844 342562.**
- The setting will not be held responsible for any loss or damage of personal mobile phones.

Using the setting's mobile phone to contact parents when necessary

- Phone calls made to parents will be made on the setting's mobile phone. This phone is the only phone to be used in the main setting. **The mobile phone number for the pre-school is 07564 819666.**

Cameras and Photographs

- Photographs of the children during session times will only be taken by the pre-school's camera on the setting's mobile phone and/or the individual Amazon Fire Tablets which each member of staff has access to (6x in total) to use in conjunction with the nursery management software, Famly, to record children's development.
- The pre-school mobile phone, which includes a camera, will be used on official pre-school outings.
- The mobile phone is taken home each evening by the Pre-school Manager during term-time and during the half-term holidays. The Pre-school Manager has the phone in her possession so that phone calls, voicemails and enquiries can be received and dealt with. All photographs are deleted from the phone each time and before it is taken away from the setting.

- Permissions for photographs to be taken of children is on the Family app and must be accepted by parents/carers with parental responsibility when they register their child with the setting in order for the Family app to be used for their child/ren.
- Parents/carers who are members of our private closed Facebook page may see from time to time, photographs of their child/ren in the setting. This has reduced since the Family app was introduced in September 2022 but is still relevant and may appear on occasion. People asking to join this group are vetted by the Manager, Deputy Manager and/or Business Manager and are only allowed access to the group if they are a parent/carer of the child.
- Images must not be used for anything other than the agreed purposes unless additional consent is obtained.
- Photographs must be appropriately disposed of (deleted from computer files or storage devices, shredded) should they be no longer required. This could also include giving the images to parents/carers.
- The purpose of taking any images is to be clearly explained for example marketing of the business, prospectus, website, or local newspaper, use in display and to document children's learning. These permissions are clearly stated within the Family app and parents/carers can choose which to consent to and those they do not wish to.
- Consent for the use of images applies to adults as well as children.
- A child's full name will not appear alongside their photographs if the images could be viewed by the general public but these will appear in such a way within the security and privacy of the Family app.

Use of a Professional Photographer

- Only a reputable photographer who can provide evidence of authenticity will be used. Their photographic identity will be checked on arrival.
- They will be viewed as visitors therefore appropriate supervision will be in place at all times to ensure no unsupervised access to children.

Parents/Carers

- The use of any photographic equipment by staff, parents or visitors must be with the consent of the manager or person in charge.
- The manager and or deputy manager will challenge anyone using photographic equipment without prior consent.

Legislative Framework:-

- *Data Protection Act (1998)*
- *Statutory Framework for the Early Years Foundation Stage (2012)*

Date Policy Implemented *February 2017*

Signed *A Barter*

Name and Role *Alex Barter, Committee Management Chair*

Date of Last Review *November 2023*

Date of Next Review *November 2024*