



**Use of mobile phones and cameras**

<b>Links to: Exford Little Berries Confidentiality Policy</b>
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<b>Links to Exford C of E First School: E-Safety Policy</b>
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Exford Little Berries Preschool views the safety of the children in our care as paramount. The preschool does not allow the use of mobile phones, any image recording device, or personal technical equipment such as lap tops, I pads etc to be used in the preschool without prior permission of the Early Years Lead Practitioner.

**Procedures**

**Personal mobile phones**

- We do not allow the use of personal mobile phones belonging to members of staff during preschool hours, on the premises either indoors or in the outdoor play area.
- Staff will keep their mobile phones in a secure cupboard
- In the event of an emergency, personal mobile phones may be used with permission from the Early Years Lead Practitioner. However this should be done away from children.
- All parents and visitors will be advised of this policy as they enter preschool.
- Visitors will be asked to leave their mobile phones in a secure place for the duration of their visit to the preschool
- If parents or visitors need to use their mobile phone they will be asked to leave the premises in order to do so. There is an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone with no children present.
- Staff may take their mobile phones on off-site visits in case of an emergency. However, photos and videos are not to be taken on personal devices and usage will be monitored by the Early Years Lead Practitioner and by the Head of Teaching and Learning.

**Cameras and videos**

- Members of staff must not bring their personal cameras or videos into the setting
- Photographs and recordings of children are only taken for valid reasons and with parents/carers written permission, for example to record their learning and development, to use on Tapestry, as part of an observation which may be used as evidence for a referral, or for displays within the setting.
- Photographs or recordings are only taken on equipment belonging to the setting
- Camera and video use is monitored by the Early Years Lead Practitioner and Head of Teaching and Learning
- Where parents request permission to photograph or record their own child at special events, permission will first be gained by parents of any other child to be part of the photograph or recording.

**Reviewed and Adopted :**

**Signed :**

**Role :**

<b><u>Preschool Team</u></b>		
<b>Name</b>	<b>Signature</b>	<b>Date</b>
Early Years Assistant		
Early Years Assistant		
Early Years Lead Practitioner		