

Mobile Phones & Cameras Policy

Updated 30th November 2015



Lollipops

Every Child Matters

Policy Statement

At Lollipops we take steps to ensure that there are effective procedures in place to protect children, young people and vulnerable adults from the unacceptable use of mobile phones and cameras in the setting.

Procedures

Personal Mobile Phones

Personal mobile phones belonging to members of staff are not used in the preschool during working hours.

At the beginning of each individual's shift, personal mobile phones are kept in the staff cloakroom on the lower office floor..

In the event of an emergency, personal mobile phones may be used in the privacy of the office with permission from the Pre School Manager.

Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.

Parents and visitors are requested not to use their phones whilst in the Preschool room and are discouraged from using them in reception. 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 where there are no children present. All parents/carers and visitors are asked to read and comply with the safeguarding notice shown in reception whilst signing in.

Cameras and Videos

Members of staff must not bring their own cameras or videos into the setting.

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Photographs and recordings of children are only for valid reasons, i.e. to record their learning and development or for displays in the setting.

Photographs or recordings of children are only taken on equipment belonging to the setting, or on equipment authorised by the setting. All images and recordings will be downloaded on the premises and deleted from the photographic equipment. In specific circumstances where alternative arrangements are required (e.g. offsite editing or printing), parents will be informed. Any images/recordings that are temporarily stored off the setting (e.g. where written permission has been given for publicity use and the images require editing) will be deleted once finished with.

Camera and video use is monitored by the Preschool Manager.

Where parents request permission to photograph or record their own children at special events, permission will be first gained 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 registration form).

Signed by 

Date 11/2/15

Role of signatory MANAGER

Witnessed by SMASH

Date 1.12.2015

Role of signatory Deputy Manager