



## **Kingsdown Pre-school Mobile Telephones and Cameras policy**

### **Mobile phones**

On arrival at Pre-school all staff and volunteers will place their mobile telephones in the allocated box which is kept on the main admin table. Staff will not have access to their telephones during the pre-school session unless due to an urgent matter when they have the prior consent of the supervisor. The phone may then be used in an area where no children are present.

The use of mobile phones/smart watches are permitted in staff breaks or in staff member's own time but only in an areas away from children

Any calls to staff during the session should, if possible, be via the pre-school mobile or landline.

Staff are not to use their mobile phones to contact parents/carers of the children attending pre-school. The pre-school mobile or landline is to be used. If staff are already friends with parents/carers prior to their child attending the setting this will be disclosed to the Manager but they are not to make or receive calls about their child's care at the setting. This must be done via the pre-school landline, mobile or email address.

During outings the senior member of staff will take the allocated pre-school mobile phone with them in case of emergency. This should only be used for emergency calls and incoming calls from the pre-school. Under no circumstances must a member of staff take a personal call whilst caring for children.

Visitors are informed on the arrival information card not to have their mobile phone out or to use it during their visit to the pre-school. If they need to take an urgent call when on the premises this must be taken in an area away from the children.

It is the responsibility of all staff members to be vigilant and report any concerns to the Manager, Deputy or Committee Chairperson.

The Manager or Committee Chairperson reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over inappropriate use of it. Should inappropriate material be found then our Local Authority Designated Office (LADO) will be contacted immediately, as well as the police. The Allegation Against a Member of staff policy/procedure will be followed.

## Camera

- The pre-school mobile does not have a camera.
- Only the designated pre-school camera is to be used to take any photo of children within the setting or on outings
- Images taken must be deemed suitable without putting the child/ren in any compromising position that could cause embarrassment or distress
- All staff are responsible for the location of the camera. When not in use during the session it should be returned to the admin table
- At the end of the session the camera is kept in the locked pre-school cupboard
- The Manager/administrator is responsible for printing the images and ensure that the camera/memory card is secure
- Photographs are transferred to a work computer for printing and then immediately deleted. Once the images have been printed they are deleted from the camera's memory card too.
- When a photograph is used on the Kingsdown Pre-school Facebook page the faces of all children are blocked out prior to being uploaded\*
- Under no circumstances do staff take photographs of children at pre-school on their mobile phone or other personal device.
- Parents/carers permission is sought on joining the pre-school for staff at Kingsdown Pre-school to take and use photographs in the following way: This permission may be withdrawn at any time.
  - your child's learning journey
  - for display within the setting
  - for Kingsdown Pre-school facebook page\*
  - for marketing purposes - your child's photograph will only be used if we have your consent to do so.
- Visitors and parents visiting the pre-school are not permitted to take photographs while there are children present
- On group occasions such as a leaving party, all parents/carers of children attending will be contacted to ask if they are happy for their child to be photographed as part of this occasion. If all parents/carers are in agreement then parents/carers will informed they may take photographs but are requested not to upload them to social media.

As part of children's exploration of technology they use the settings "Leapfrog" devices. These have a camera facility but are not linked to the internet and images are not transferred from these devices. They are used under close supervision and children are taught to use the camera in a thoughtful and respectful way including asking permission from others before they take photographs of them. Images taken are checked by staff and regularly

This policy was reviewed on 14 April 2022. It will be reviewed annually or sooner if required

Signed on behalf of Kingsdown Pre-school A.Bridges  
Chairperson of Kingsdown Pre-school Committee