



# St. Michael's Pre-school Policies and Procedures

## 1.6 Use of mobile phones and cameras

### Policy statement

At St Michael's Pre-school 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 our staff and volunteers are not used on the premises during working hours. At the beginning of each individual's shift, personal mobile phones are stored in a locked office.

In the event of an emergency, personal mobile phones may be used in privacy, where there are no children present, with permission from the manager.

Our staff and volunteers ensure that the work telephone number is known to immediate family and other people who need to contact them in an emergency.

If our members of staff or volunteers take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.

Our staff and volunteers will not use their personal mobile phones for taking photographs of children on outings.

Parents/carers and visitors are requested not to use their mobile phones whilst on the premises. We make 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.

#### *Cameras and videos*

Our staff and volunteers must not bring their own cameras or video recorders into the setting.

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

Photographs or recordings of children are only taken on equipment belonging to the setting.

Camera and video use is monitored by our manager.

Where parents/carers request permission to photograph or record their own children at special events, permission will first be gained from all parents/carers for their children to be included. Due to current legislation and law requirements images of any other child other than your own must not be shared on any social media sites, websites or any other mobile device.

Photographs and recordings of children are only taken by pre-school staff if parents/carers provide written permission to do so (found on the individual child's Registration Form).

This policy was adopted by

St Michael's Trustee Committee

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On

26-09-2023

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Date to be reviewed

Every 3 years or as required

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Signed on behalf of the provider

*Victoria Pearmain*

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Name of signatory

Victoria Pearmain

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Role of signatory (e.g. chair, director or owner)

Chairperson

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