

MOBILE PHONES, TABLETS AND CAMERA POLICY



PARKWAY PRE-SCHOOL

Aims

We aim to provide an environment in which:

- children, parents and staff are safe from images being recorded and used inappropriately.
- staff are not distracted from their work with children.
- mobile phones, tablets and cameras are not used inappropriately around children.

Implementation

We aim to protect children by implementing a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

Relevant signs are displayed around asking all parties to refrain from using their mobile phones whilst in the setting.

Mobile Phones

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

Only authorised mobile phones will be used during the sessions. All other mobile phones belonging to members of staff are not used on the premises during working hours, unless during staff breaks or in a staff member's own time - and in a designated staff area.

At the beginning of everyone's shift, personal mobile phones are stored in their bags in the storage room. Phones should be left there for the duration of the shift.

In the event of an emergency, personal mobile phones may be used in the privacy of the storage room with permission of the leader but the first port of call for any emergency should be the setting's number and all staff should ensure family and children's schools etc have this number. Staff need to ensure that the pre-school Manager has up to date contact information.

Unauthorised personal mobile phones will not be used for taking photographs of children on outings or in the setting. **Staff are asked not to wear the newest versions of the Apple watch with a camera.**

The setting does not allow members of staff to contact parents using their personal devices – except for in exceptional circumstances e.g. emergency contact with parents required, or malfunction of the setting phone.

During group outings nominated staff will have access to the setting's mobile phone or authorised mobiles, which are to be used for emergency purposes only. Parents will be reminded to follow the pre-school mobile phone policy while on the outing.

It is the responsibility of all members of staff to be vigilant and report any concerns to the pre-school Manager.

Concerns will be taken seriously, logged and investigated appropriately. (Please refer to the Parkway Preschool Safeguarding Policy regarding allegations against a member of staff.)

Pre-school camera and tablets

Photographs may be taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements. (This is an effective form of recording a child's progression in the Early Years Foundation Stage.) However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Only the designated Parkway pre-school equipment may be used to take any photos within the setting or on outings.

Images taken must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

All staff are responsible for the location of the equipment, which should be stored securely when not in use.

Images stored on the camera and tablets must be deleted as soon as they are no longer required for observation purposes.

Camera and video use are monitored by the Manager, during such events as the Christmas play. The Manager will inform parents about taking photos only for private use, not social media.

Review September 2027