

# Watery Lane Preschool

## Mobile Phones, Cameras and Computer Policy



### Policy statement

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, cameras and computers in the setting.

### Procedures

#### Personal Mobile Phones

- Personal mobile phones or wearable devices (capable of taking and/or storing images and/or media) belonging to members of staff are not used on premises during working hours.
- At the beginning of each individual's shift, personal mobile phones or wearable devices as above are placed in the Office or staff lockers.
- In the event of an emergency, personal mobile phones may be used in the privacy of the office with permission from the 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 mobile phones whilst on the premises. 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.

#### Cameras and videos

- Members of staff must not bring their own cameras, wearable devices (capable of taking and/or storing images and/or media) 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.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by the setting manager
- Where parents request permission to photograph or record their own children at special events, permission will first be 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).

#### Setting Computers/Tablets

Watery Lane Preschool – Mobile Phones , Cameras and Computer Policy - Revised August 2026.  
Effective from adoption date shown at the end.

- All devices will be protected by passwords or Pin known only to staff members.
- The preschool laptop computers are backed up to One Drive and password protected (preschool manager's only).
- Devices will be stored in a locked cabinet when the preschool is closed.
- Staff will only download or store information to support their work within the preschool.

**Links to other policies and legislation**

- Please see our Prospectus, Staff handbook and Safeguarding and Child Protection Policy
- Every Child Matters Outcome: Stay Safe
- Staff Handbook and Disciplinary Procedures
- GDPR 2018
- Safeguarding Children and Protecting Professionals in Early Years Settings (UK Council for Internet Safety)

| <b>A unique Child</b> | <b>Positive Relationships</b> | <b>Enabling environments</b> | <b>Learning and development</b> |
|-----------------------|-------------------------------|------------------------------|---------------------------------|
| 1.3 Keeping Safe      |                               |                              |                                 |

This policy was adopted at a meeting of **Watery Lane Preschool** Held on \_\_\_\_\_

Signed on behalf of management committee \_\_\_\_\_

Name of signatory \_\_\_\_\_ Role of signatory \_\_\_\_\_

Date to be reviewed \_\_\_\_\_