



Mobile phone and photographic procedures

Mobile phones play an increasing part in everyone's lives and Whiteley preschool believe that in order to fully ensure the protection of the children in our care, certain procedures for mobile phone use, within the setting need to be abided by.

Photographs of the children are often used in gathering observations of children's achievements and this policy states how we ensure children are adequately safeguarded.

Procedures

- Staff mobile phones should be stored safely, where children cannot access them, with other personal belongings.
- Staff based in the preschool rooms, such as key people, should not have their mobile phone on them during session time unless agreed with the manager. In these rare circumstances staff should not be alone with the children and their mobile phone and if they need to answer an urgent call they must inform one of the management team and leave the room to answer their phone (not leaving the children alone). Staff should only have their phone on their person if agreed with the manager and only if waiting for an urgent call – not to make calls themselves. Where possible, the preschool landline number should be given to any person who may wish to contact a member of staff.
- Visitors are advised that mobile phones cannot be used whilst in the preschool and if they receive a call they must leave the preschool to answer it.
- Photographic evidence of the children for learning journeys and displays will be taken with the preschools digital cameras and prior consent will be obtained from parents/guardians.
- Photographs of children will be placed on display boards within the community centre and the preschool where prior consent to do so has been obtained.
- Parents are asked to sign a permission form so staff are aware if parents do not want pictures to be taken of their children – please see the welcome pack for further information.
- Parents will be advised when an official photographer will be visiting the session. Official photographers will never be left alone with the children.
- The setting is happy for images to be taken during special performances but will remind parents that they should not be placed on social networking sites such as Facebook, Instagram or Twitter
- Photographs will be printed on the community centre's photocopier by a member of the settings staff.
- Camera phone watches are not permitted to be worn by staff without prior permission obtained by the manager.
- The Preschool's Facebook group is monitored closely and management give approval to all posts.

This policy was adopted on 14th July 2015

Reviewed on 17th May 2018

Signed.....Chairperson