

## Use of Cameras and Mobile Phones Policy

### Parents

- Parents are asked not to use their mobile phones in the presence of the children at the nursery. In the case of an emergency they would need to leave the site to make or receive a call.
- If parents wish to use their phone to take a photo of their child (or a camera), they must ask the permission of a member of nursery staff.

### Staff, students, volunteers and parent helpers

- All staff, students, volunteers and parent helpers must ensure that personal mobile phones are left inside their bags and left in a secure area in the kitchen. Personal mobile phones may only be used when away from the children.
- Staff bringing mobile phones into the setting must ensure there is no inappropriate or illegal content on the phone. Personal mobile phones must be kept away from any contact area with the children.
- The pre-school manager reserves the right to check the image contents of a member of staffs mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate disciplinary measures
- The pre-school provides a camera which the staff use for photographing the children, they are not permitted to use their personal mobile phone or camera.
- If staff have a personal emergency they are free to use the pre-school's phone.
- If any staff member has an ongoing family emergency or similar and need to keep their mobile phone to hand, prior permission must be sought from the pre-school manager.
- Staff will need to make their families, children's schools etc. aware of emergency work telephone numbers (pre-school mobile phone numbers). This is the responsibility of the individual staff member.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the pre-school manager.

### Use of photos

- Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their 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 pre-school camera is to be used by staff to take any photo within the setting or on outings.
- Images taken on the camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- St Paulinus Pre-school may publish photos taken on the pre-school camera on the Internet via the following channels:

- ◆ Pre-school website ( [www.stpaulinuspreschool.co.uk](http://www.stpaulinuspreschool.co.uk) )
  - ◆ The pre-school Facebook page
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- The names of the children in the photos will not be shown under any circumstances.
  - Parents/carers who do not wish their children to appear in one or more of these places should inform the pre-school manager which are/are not acceptable.
  - Any other use of photos or videos will be checked with parents/carers beforehand.
  - Staff will not share any images or videos of pre-school children via any other online channel. This will be seen as gross misconduct and could result in dismissal.
  - Staff members are not permitted to transfer any photos to their personal computer.
  - Photos are permanently deleted after 2 months.