

## Mobile phone and photographic procedures



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.

### Our Safeguarding Statement

**At Whiteley Preschool we have a duty to safeguard and promote the welfare of all who enter the setting. We are committed to ensuring that our practices reflect our statutory responsibilities and that we comply with best practice and Ofsted requirements.**

### Procedures

- Staff mobile phones should be stored safely, where children cannot access them, with other personal belongings.
- 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 preschool's digital cameras or tablets and prior consent will be obtained from parents/guardians.
- Tablets will be kept onsite, where a member of staff needs to take one home to work from home, they will gain authorisation from a member of management and complete the log sheet.
- Photographs of children will be placed on display boards within the community centre and the preschool where prior consent has been obtained.
- Parents are asked to complete a permission form, so staff are aware if parents do not want pictures to be taken of their children – please see the eylog for further information.
- Parents will be advised when an official photographer will be visiting the setting. 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.
- Smart watches are permitted to be worn by staff without prior permission obtained by the manager. I Watches are not permitted.
- The Preschool's Facebook group is monitored closely, and management give approval to all posts.
- Tablets have restricted access and are for the use of eylog only.

This policy was adopted on 14<sup>th</sup> July 2015

Reviewed on 12<sup>th</sup> October 2021

Signed.....Chairperson