

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.
- No photographs will be taken on the preschool mobile phones. Managers are responsible for checking phones and trustees will carry out regular checks.
- Preschool mobile phones will not go home with any member of staff other than Gemma Hardy or Carla Rowland.
- Photographs of children will be placed on display boards where prior consent has been obtained.
- Parents are asked to provide consent, 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 preschool's printer.
- Smart watches are permitted to be worn by staff without prior permission obtained by the manager. Notifications must be disabled whilst all staff members are in work. Mobile phones must be stored in a separate location.
- The Preschool's Facebook groups are monitored closely, and management give approval to all posts.
- Tablets and mobile phones have restricted access and are for the use of eylog only.

This policy was adopted on 14th July 2015

Reviewed on 20th January 2024

Signed.....Chairperson