

Mobile Phones and Cameras Policy

Personal mobile phones

- Staff and volunteers are not permitted to use their mobile phones on the premises during working hours.
- On arrival at Pre-school personal mobile phones are to be turned off and handed to the Manager. It will be then be locked in a cupboard. If staff wish to use their mobile phone at lunch time they have to leave the building. Staff are not permitted to go in the tin with the mobiles phones in, they are to ask the manager to give it to them. Staff will be subject to random security checks. Members of staff can ensure the Pre-school's landline number is known to immediate family in case of emergencies.
- If nominated members of staff take their own mobile phones on outings in case of emergencies they are not permitted to make or receive personal calls.
- Members of staff will not use their personal phones to take photographs of the children on outings.
- Parents and visitors are not permitted to use their mobile phones whilst on the premises. We make 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.

We have our own mobile phone which is used on outings and occasionally on an afternoon session, it is a standard mobile and only used for Pre-school purposes. Cameras are also not to be used on the premises, this might be an exception in instances such as plays or parades, where permission will be sought from management and parents beforehand.

Cameras and Videos

Cameras are also not to be used on the premises, this might be an exception in instances such as plays or parades, where permission will be sought from management and parents beforehand.

- Members of staff must not bring their own personal cameras or video recorders into Pre-school. If staff bring their mobile phones in they are handed to the Manager and locked in a secure tin in the office.
- Photos of staff for the pre-school board or website will be taken with the pre-school camera.
- Photographs of the children are taken to record their learning and development, for the notice board, the Woodcote Correspondent, our Facebook page and occasionally for the Henley Standard. Permission is sought from parents on their registration forms.
- Photographs taken of children are downloaded to the pre-school laptop and then deleted from the camera. The photos are stored on the Pre-school laptop which is stored in a locked cupboard.
- Professional photographers attend Pre-school once a year, parents are informed beforehand. Photographers are never left alone with children and are supervised at all times.

This Policy has been agreed by the Woodcote Pre-School Committee	
Signed by Manager of Pre-School:	
Signed on behalf of the Management Committee (role of signatory):	
This Policy was reviewed/reprinted on: 08/08/2017	