



MOBILE PHONE POLICY

We believe that mobile phones should not be used during Pre-School session times. We will ensure that:

- Staff and parent helper mobile phones must be kept on the kitchen counter in the 'phone box'.
- In the event of an emergency, personal mobile phones may be used in privacy, where there are no children present.
- Only essential phone calls to be made during session times.
- Staff can access their phones on their breaks, in the kitchen.
- Staff and volunteers ensure that the work telephone number is known to immediate family and other people who need to contact them in an emergency.
- In no circumstances should photographs be taken of children on personal mobiles (including during Pre-School walks or outings).
- Staff and volunteers must not bring their own cameras or video recorders into the setting.
- Photographs of children are only taken on equipment belonging to the setting.
- Photographs of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting whilst children are present.



- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
- Photographs of children are only taken of children if parents provide written permission to do so (found on the individual child's Registration Form).
- Staff not adhering to the above will face disciplinary action.
- Parents/Careers are not permitted to bring recording devices and mobile phones into the setting.
- Staff have a whistleblowing responsibility to report other staffs misuse of mobile phones during setting opening times.
- Written consent must be obtained from parents or carers before photographs or videos of young people will be taken or used within the setting, including displays, learning journals, setting website and other marketing materials
- Preschool number; 07783211233 during session times. Phone will be locked in filling cabinet at the end of the day, and check first thing before the next session starts.
- Due to signal being low within the setting, the Manager (Named Ofsted Contact) is able to use their phone for posting pictures and updates on the parent page and facebook page.
- Email florepreschoolbrodielodge@gmail.com in a case of emergency out of preschool hours



This policy was adopted at a meeting of the pre-school held on

Signed on behalf of the pre-school

Updated December 19