**USE OF MOBILE PHONES AND CAMERAS**

Busy Bees takes steps to ensure that there are effective procedures in place to protect children from the unacceptable use of mobile phones and cameras in the Pre-school.

**Procedures**

Personal mobile phones

* Personal mobile phones belonging to staff are not used on the premises during working hours and are stored in their bags (switched off) in the staff cupboard;
* Members of staff ensure that the telephone number of the pre-school is known to immediate family and other people who need to contact them in an emergency;
* Members of staff will not use their personal mobile phones for taking photographs of children on outings;
* Parents and visitors are requested not to use their mobile phones whilst on the premises. There is an exception if a visitor’s company or organisation operates a lone working policy that requires contact with their office periodically during the day. Visitors will be advised that they would need to leave the building to use their phone;
* If staff Fail to comply with this policy it will result in disciplinary action being taken.

Cameras and videos

* Members of staff must not bring their own cameras or video recorders into the setting;
* Photographs and recordings of children are only taken for valid reasons i.e. to record their learning and development for their Learning Journey books, or for displays in the pre-school;
* Photographs or recordings of children only taken on equipment belong to Busy Bees;
* Camera and video use is monitored by the setting Manager;
* Photographs and recordings of children are only taken of children if there is written permission to do so. Parents will be informed if their children have their photograph taken by a newspaper photographer and written permission will be sought ;
* Parents will be informed if a professional photographer visits the pre-school for class and individual photos;
* 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.

This policy was adopted at a meeting of Busy Bees Pre-school Committee on 2 August 2014.

Reviewed: 1 September 2019

Signed on behalf of Busy Bees Pre-school Sally Evans (Chair)