



# Mobile Phones and Photographic Images Policy

## Mobile Phone Policy

### Policy Statement

Mobile phones play an increasing part in everyone's lives, but Little Den Preschool believe that in order to fully ensure the protection of every child, adult and student attending our Pre-School certain procedures for mobile phone use within this setting need to be abided by.

### Procedure

- Staff personal mobile phones must be kept in the locked cupboard during the session.
- Staff are required to provide the settings mobile phone number as emergency contact details.
- Staff and students will not use their personal phones except when absolutely necessary and only in the Pre-School store cupboard.
- Parents/carers must not use mobile phones in the Pre-School. If parents are joining us for a 'stay and play session' they must leave their mobiles in the staff locked cupboard. The mobile phone will be returned before the parent/volunteer leaves the setting.

## Photographic Images Policy

### Policy Statement

Photographs of children are often used in gathering observations of children's achievements and to record children's progress and development. We also use photographs for publicity and promotion. How these are collected, developed and stored are also a consideration of this setting to ensure children are adequately safeguarded and to ensure that images are not misused.

### Procedure

- All parents/carers must give written consent (on the Registration Form held at the setting) before any photos of their child are taken for observational and developmental purposes.
- All parents/carers must sign a consent form before any photos of their child are used on the Pre-School's Facebook page or website.
- The Pre-School Manager is responsible for ensuring that staff are aware of any children who may not be photographed or where there is limited consent.
- Children featured on the website or other publicity will not be named.
- Photographs that might cause distress, upset or embarrassment will not be taken deliberately and any that might cause this will be deleted immediately.



- Photographic images will only be taken using Little Den Preschool digital camera or Kindle.
- Once the photos have been developed, the images on the camera will be deleted.
- At Little Den we are proud of the involvement parents/carers/family members and friends have with the children at our events throughout the year, such as sports days and sponsored events. We acknowledge that family members will want to record these special days using still and movie cameras. Before each event, we will remind all adults in attendance that we would appreciate them only taking photos of their child(ren) and to respect the privacy of all other children and adults present. We will also remind all parents/carers that if they have any objections to their child possibly being photographed, to inform the Pre-School Manager before the commencement of the event.

**This policy was adopted at the meeting of the Management Committee held on:**

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**Signed on behalf of the Little Den Pre School Playgroup:**

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**Print Name:**

..... **Position: CHAIRPERSON**