



Mobile Phones and Cameras

The use of personal mobile phones and cameras in preschool is not allowed.

In the preschool, or on off-site excursions and visits, staff must not have their personal mobile phones on them during their direct work. They are permitted to use their phones during breaks. In an emergency staff can always be contacted on the main school phone number. It is the responsibility of the staff member to pass on the school number to their family for emergency contact. If a member of staff observes another staff member using their personal phone whilst working it is that person's responsibility to report this to a senior member of staff. The senior member of staff will investigate the incident.

Staff must take a mobile phone with them during off-site excursions and visits to ensure emergency phone calls are possible. Parent/carer numbers are recorded on key contacts paperwork and not stored on the mobile phone.

Parents and carers may want to share video or photographs of their children with staff members from their personal mobile phone. Staff members will discuss with parents and carers how this information could be used; for example adding photographs of the children taken at home to the child's learning journey.

Staff will use the preschool ipad or camera to record children's experiences and achievements in the setting and while out on trips. Consent will be sought from parents and carers for each child for photographs to be taken. No photographs will be used for display/ media or shared with other parents without the parents' permission. (See Film & Photography Consent form).

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