

Tiger Tots Pre-School



Mobile Phones and Cameras Policy

We implement safety measures that set out clear guidelines to identify appropriate use of technology equipment which has the capacity to record children's images, including the use of mobile phones, cameras, video recorders and web cameras. Our aim is to keep children safe and prevent them from becoming vulnerable to inappropriate use of such devices.

Method

Mobile Phones:

- All personal mobile 'phones belonging to staff, students and volunteers are stored in the staff storage locker which is locked throughout sessions. Staff/students and volunteers are requested not to use mobile 'phones during session times unless it can be justified as necessary by lead professional. Staff MUST gain permission from manager to access 'phones during session time and only then, under supervision.
- Staff/students/visitors are asked to use mobile 'phones only in the front lobby area where no children are present with prior permission from the manager/deputy who is present. Manager/deputy must inform another staff member if they need to access their personal 'phones.
- Visitors are asked not to have personal mobile 'phones in use in the provision and to make any such calls at the front door.
- The setting has a designated mobile 'phone which is used as a second contact point if land lines are inactive. This 'phone has no image recording programme and is accessible during session times and used during trips.

Cameras:

The setting has a designated camera and I pad which must be used for recording evidence within the setting. Personal cameras are now allowed to be used by staff or students.

Images are processed and printed by the manager. Staff provide written requests for photos to be included in learning journey profiles and displays.

The setting has SD cards that are cleared once the data has been transferred onto the designated computer. Images are stored in files and then deleted.

Tiger Tots Pre-School

Images of children are not placed on any personal social network sites other than the controlled Wigston Academy Trust sites.

Parent's permission is obtained prior to any images that may contain children from the setting which may be used for advertising purposes, including newsletters.

Children's play cameras, the children have access to kidi cameras and have the opportunity to take photos and video recordings. The children's usage and process facilities reflect all the above criteria as for adult cameras.

The setting does not have any web cameras that are used for any purposes other than to allow children to view their own images on the screen. Computers are not on-line during this activity.

Family Events:

- During planned open days or events, such as graduation ceremony, parents are asked for written consent to allow personal photos to be taken that may include their child. All parents of children present must consent to allow this to occur.
Parents must agree in writing to ensure the photos are for personal use only and that they are not posted on any social media sites, including Facebook.
- **Staff must immediately report any breach of these conditions by any individual to the manager.**