



## **Mobile phone, Devices and Camera Policy**

At Fleckney Baptist Pre-school the welfare of our children is paramount. We acknowledge the benefits of modern communication technologies whilst promoting safe and appropriate practice.

### **Objectives**

- To give clear guidance on the use of mobile phones and cameras within the pre-school setting.
- To keep children safe and to guard the privacy of the children and staff.
- To ensure that photographs are not taken and that video recordings are not made of staff and children without the manager's permission.
- To ensure that the working day is free from interruption caused by mobile phones.

### **Visitors, parents and carers**

- All home/school communication during the pre-school day must be done via the pre-school telephone.
- Parents or other adults must not take pictures or make video recordings with mobile phones or other devices on the pre-school premises without the manager's permission.
- Mobile phones must never be used on pre-school premises or on pre-school outings to connect to the internet unless the manager has given permission.
- Where parents/carers are accompanying children on outings, they should not use their devices to take photographs of children or access social networking.

### **Staff (including volunteers and students)**

- Staff should have phones off or on silent and kept with personal belongings away from children during pre-school hours.
- Staff are not permitted to use their mobile phones during pre-school sessions with the exception of trips where their use is permitted to facilitate the health and safety of children and staff.
- Staff wishing to use their mobile phones or check messages during pre-school sessions should do so during a break period and should do so away from view of the children.
- In cases of exceptional circumstances (domestic emergency, acutely sick relative) where a member of staff wishes to be contactable at all times it may be arranged with management for their mobile phone to be kept in a suitable place. Wherever possible emergency calls should be made to and from the pre-school telephone.
- If photographs are required of children for diaries, displays or for the pre-school website these may only be taken on a pre-school camera.
- Where a video call from other professionals is required to observe a child, for instance, pre-school's ipad or pre-school's laptop may be used for this purpose. Such calls will not be recorded and will only occur with the permission of the child's parent/ carer and the pre-school manager.
- Mobile phones should not be used to access the internet or social media sites during pre-school hours.

This Policy was adopted at a meeting of the pre-school held on 23<sup>rd</sup> August 2024

Signed on behalf of the pre-school: Rebecca Horseman (Manager)

Date to be reviewed: 23<sup>rd</sup> August 2025