**Mobile phones and cameras**

**Policy statement**

Alphabets take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones and cameras in the setting.

**Procedures**

Personal Mobile Phones

* Personal mobile phones belonging to members of staff are not used on the premises during working hours.
* At the beginning of each individual’s shift, personal mobile phones are stored in a locked tin in Alphabets locked store cupboard. Staff must turn their phones off before putting them in the tin. Management will check they have been turned off. Keys are held by the manager and deputy manager. Procedures are in place to ensure no one can access the phones on their own.
* Staff may use their phones during their lunch break. Phones must be turned off & returned to the locked tin at the end of their break. Management must check all phones are back in the locked tin at the end of lunch breaks.
* After all the children have left the premises at the end of the day, staff may switch on their phones if they are needed to ensure the safety of their own children.
* In the event of an emergency, personal mobile phones may be used in the privacy of the cupboard or the foyer, with permission from the manager/deputy manager.
* Members of staff ensure that Alphabets telephone number is known to immediate family and other people who need to contact them in an emergency.
* For outings we take the pre-school outing mobile phone or senior staff member to take their phone. it is Alphabets policy that staff must not make or receive personal calls as this will distract them from looking after the children.
* Members of staff will not use the pre-school phones or their personal mobile phones for taking photographs of children in the pre-school or on outings.
* Parents and visitors are requested not to use their mobile phones or smart watches 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 throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present, usually in the foyer.

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, or for displays within the setting.
* Photographs or recordings of children are only taken on equipment belonging to the setting, but the mobile phones must not be used for this.
* Phone, Camera and video use is monitored by the Pre-school Manager/Deputy Manager.
* 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.
* Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child’s Registration Form).

This policy was adopted at a meeting of Alphabets Pre-school management committee

Held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

Signed on behalf of the management committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Chair of committee)