**MOBILE PHONE AND CAMERA POLICY**

It is our intention to provide an environment in which children, parents, and staff are safe from images being recorded and inappropriately used.

Any Visitor’s coming to Fontmell Magna Under Fives will be reminded that mobile phones are not allowed to be used at and will be kept in their bags which will be placed in the office safe. This will not apply to chaperoned visitors (such as visiting prospective parents) as long as they are accompanied by a staff member at all times. All Staff, work placements, or parents’ helpers are advised that mobile phones are not to be bought into Fontmell Under Fives Pre-School. If staff need to be contacted by friends, school or family they are advised to ring our pre-school landline.

**Pre-school mobile phone**

Fontmell Magna has a mobile phone at the setting, this will be used when we go on outings and trips. Our mobile phone does not have a camera.

We do not store any numbers on the phone; the phone does not have a memory card.

The phone is always charged and credit is always kept on it.

The phone is always kept in the safe in the office.

If the phone goes missing, we ring the providers and block the sim card.

**Pre-school Cameras and photographs**

Photographs are taken for a purpose at pre-school. They will be taken for recording and observations. Parents give written permission for photographs to be taken and used for recording purposes. When the photographs have been taken, they will be uploaded on to Tapestry or placed on the walls at the pre-school. When we take the photographs down, we will give the photos to the parents. If multiple children are in the picture the photograph will then be shredded.

Photographs will not get put on social network sites. Photographs will get printed at pre-school. All photographs are deleted when the child leaves our setting. Cameras that have internet access or can be used by Wi-Fi are not permitted.

Fontmell Magna preschool has a website, a Facebook page and Tapestry foundation learning journey parents/carers are asked for permission when registering at pre-school so that photos can be displayed on it.

When a social event happens e.g. Pre-School Nativity, sports day, leaver’s party, everyone is asked in advance if photographs or videos can be taken.

Designated member of staff who co-ordinates with the above policy:

**Lauren Ballard**

**Signed:**

Designated Deputy member of staff who co-ordinated with the above policy:

**Wendy Pankhurst**

**Signed:**

Role of signatory: **Chairperson**

Signed on behalf of the management committee:

This Policy was adopted on **20/05/2019** to be renewed annually.