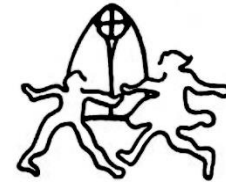


St. James' Pre-School

171 Fortis Green Road, London N10 3BG Tel:020 8444 4033
www.stjamespreschool.org.uk info@stjamespreschool.org.uk



1.3 Mobile Phone, Cameras and all electronic devices (with imaging and sharing capabilities) Policy

Introduction

St James' Pre-School recognises that both mobile phones, cameras/iPads are present in the pre-school setting. This include electronic devices with imaging and sharing capabilities. The issues around these devices include:

- Staff being distracted from their work with children by mobile phone use
- Inappropriate use of mobile phone technology or cameras/ iPad around children.
- Use of smart phones and other electronic devices by parents, volunteers or visitors, that have imaging and sharing capabilities.

In order to keep the children safe and to protect staff against allegations, we have the following policy on all electronic devices.

If staff fail to follow this guidance in this policy, disciplinary action may be taken.

Use of mobile phones for staff

We recognise that staff may need to have access to mobile phones on site during the working day. Staff members are allowed to bring mobile phones into the pre-school for their personal use. At the beginning of each individual's shift, personal mobile phones are stored in individual staff lockers.

During pre-school session times, staff may only use their mobile phone in the pre-school office for emergency use, with permission of the manager.

The manager may have her mobile phone accessible as the number is linked to the website and the deputy may have her phone on hand, when the manager is off the premises.

Staff and volunteers ensure that the work telephone number is known to immediate family and other people who need to contact them in an emergency.

Staff are allowed to use their phones in the classroom and play areas if there is no pre-school session being held at that time **and** no pre-school children are in the care of the staff team.

Mobile phones or other devices may not be used by staff to take photographs anywhere within the pre-school grounds at any time or during pre-school outings.

Staff must ensure that there is no inappropriate or illegal content on their mobile phone.

All other electronic devices, on the premises, the manager must be made aware of these, so as to safeguard imaging and sharing capabilities.

Use of mobile phones and any other electronic device, for parent helpers and visitors

Parent helpers and other visitors to a pre-school session must be informed by staff that they are not permitted to use their mobile phones during the session whilst on the premises. They will be advised of a quiet space where they can use their mobile phone, where there are no children present.

Use of cameras

There are pre-school digital cameras/ Ipads available for staff to record pre-school activities. We encourage the use of these cameras by staff as an important part of recording pre-school activities and for recording children's progression. Photographs and recordings of children are only taken of children if parents provide written permission to do so (found on the individual child's Registration Form- All about me). However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care. The following guidelines must be adhered to by all staff:

- Staff may only take photographs in the pre-school setting or on pre-school outings using the pre-school designated cameras.
- Images taken on these cameras must be suitable and not put the child/children in a position that could cause embarrassment or distress.
- The cameras/ Ipads should be kept in the pre-school office when not in use, and must be locked away at the end of every session.
- Images stored on the cameras must be downloaded as soon as possible, ideally once a week. Images must be downloaded by a key person.
- Images should be downloaded on pre-school site where possible. If this is not possible and they are downloaded off site, they should be erased from the personal computer as soon as the images have been successfully printed.
- Under no circumstances should any cameras be taken into the toilet area.
- Camera and video use is monitored by the manager.
- All electronic devices with imaging and sharing capabilities are left in staff room.

Use of cameras by parent helpers and visitors

Parent helpers and visitors to pre-school sessions must be informed that they are not permitted to take pictures on any device during the pre-school session without the permission of the manager or the deputy manager. Inform manager if you have any other electronic device, on hand with imaging and sharing capabilities, as this cannot be used on the premises, in the pre-school area.

