

# ASHENGROUND COMMUNITY PRESCHOOL



Telephone: 07591 309509

E-mail: [ashengroundpreschool@gmail.com](mailto:ashengroundpreschool@gmail.com)

Website: [www.ashengroundpreschool.org](http://www.ashengroundpreschool.org)

Southdown Close

Haywards Heath

West Sussex

RH16 4JR

## Mobile Phone and Camera Policy:

The welfare, protection and safety of every child in our care is of paramount importance and we take our responsibility to safeguard children seriously. We have procedures in place which we ask everyone to respect to help promote the safety of the children in our care.

We believe our staff should be completely attentive during their hours of work to ensure all children in the preschool receive good quality care and education.

### **Mobile phones must not be used during working hours.**

- **Mobile phones must be kept on silent or switched off during working hours and placed in the allocated box in the preschool office.**
- Mobiles may only be used on a designated break and only in a child free area of the preschool.
- Ideally the preschool mobile phone should be used on outings, however in the event that this is not possible, staff may use mobiles on outings for preschool or emergency use only.
- **Mobiles must never be used to take photographs** of any of the children or any area of the preschool of the work or any member of staff at work.

It is the responsibility of all members of staff to be vigilant and report any concerns to the preschool Manager. Concerns will be taken seriously, logged and investigated appropriately (see allegation against a member of staff policy).

The Manager or (Supervisor in the Manager's absence) reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it. Should **inappropriate material be found**, then **LADO** will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.

### Camera:

Photographs taken for the purpose of recording a child not a group of children, participating in activities or as a celebration of their achievements is an effective form of recording their progression in the EYFS stages. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Only the designated preschool ipads must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

All staff are responsible for the location of the iPad, this should be placed in the phone box in the preschool office.

Images taken and stored on the ipad must be downloaded as soon as possible, ideally once a week, Images must be deleted.

Under no circumstances must cameras of any kind be taken into the toilets.

If photographs need to be taken into the sink area i.e. for photographs of the children washing their hands, then the Manager or Supervisor must be asked first and staff will be supervised whilst carrying out this kind of activity. At all times, the iPad must be placed in a prominent place where it can be seen.

Failure to adhere to the contents of the policy will lead to disciplinary procedures being followed.