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## Use of Mobile Telephones and Cameras

We 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, watches cameras in the setting. The setting complies with the General Data Protection Act (GDPR) 2018.

### Procedure

#### Personal mobile phones

- Personal mobile phones belonging to members of staff are not used on premises during working hours, except in the staff room at lunchtime
- At the beginning of each individual's shift, personal mobile phones are stored in lockers
- In the event of an emergency, personal mobile phones may be used in the privacy of the office, with permission from the preschool leader
- Members of staff ensure that the telephone number of the setting is known to their immediate family and other people who may need to contact them in an emergency
- If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them
- Members of staff will not use their personal mobile phones for taking photographs of children on outings
- Parents and visitors are requested not to use their mobile phones whilst on the premises

#### 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 and recordings of children are only taken on equipment belonging to the preschool
- Camera and video use is monitored by the setting manager
- Photographs are transferred to the Pre-school computer (which is password protected) for printing and then deleted from the camera.



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- Where parents request permission to photograph or record their own children at special events such as the Christmas Nativity, Sports Day permission will first be gained from all parents for their children to be included, also parents taking photos or videos for personal use are verbally reminded by the Preschool leader not to post the images onto Facebook or other social media networking sites,
- Photographs and recordings of children are only taken of children if there is a written permission to do so (found on the individual child's Registration Form).
- Photographs of children are not included on the Pre-school website or Facebook page without specific parental consent, unless they have been cropped so that faces are not visible.
- If parents, carers or visitors need to use their mobile phone they will be asked to leave the premises.

This policy was updated at a meeting of: The Committee of Bradpole Preschool

Held during the Autumn Term 2023

Date to be reviewed Autumn Term 2024