



Edlesborough Under 5's

Use of mobile phones and cameras policy

In order to ensure that staff do not become distracted from their work with children when using their mobile phones, and to ensure there is no inappropriate use of mobile phone cameras, our staff do not carry their mobile phones on their person when in pre-school. The only exception is that the pre-school mobile phone is carried in person to ensure parents may contact pre-school at anytime during session. The pre-school mobile phone does not have a camera facility.

Photographs of children in pre-school are taken using the pre-school camera and then printed on the premises using the pre-school printer for use within pre-school only. If used in any other capacity, for example in publicity material or on our website or in the newspapers, prior written parental consent would be obtained to such use.

It is our policy to hand to parents any photographs held in hard copy, and to delete all soft copies of photographic files held on the preschool camera or any other memory stick, laptop or other format, of children as soon as they leave our setting.

This policy was adopted at a committee meeting of Edlesborough Under 5s held on 18 January 2011 and reviewed and approved without amendment on 31 January 2012.

Date to be reviewed: January 2013

Signed by Chair of Committee Rebecca Newbert