

Mobile Phone and Use of Camera Policy

Policy Statement

Staff mobile phones are kept in a locked box away from the children and not assessable to staff unless in an emergency. Personal camera will also not be used at the school. The school Samsung tablet x 2 and camera phone will be for the sole use of photographing children taking part in activities and used for the developmental records. We will only take photos of those children whose parents have signed the photo consent form.

Procedure

- All staff will give their mobile phones to the Manager, to be stored in a box and it will be placed inside the locked office within the building.
- Mobile phones can only be used with the permission of the Manager, in the case of emergencies.
- Under no circumstance will mobile phones be in staffs pockets.
- The school phone is a mobile phone and will be located in the admin table inside the classroom, and will only be used for the purpose of telephone calls.
- In the case where all children and staff are playing in the garden the school mobile phone will be with the Manager.
- Parents are asked to sign a photo consent form to allow us to take photos of their child during their time at school. For the sole purpose of using the photos for their developmental records. Parents are able to choose not to sign the form; we will then not take photos of their child during their time at school.