

## **MOBILE PHONE/CAMERA POLICY/E-SAFETY**

### **Mobile Phones**

Staff and volunteers should not carry their mobile phones on them in person whilst in the setting. Phones should be given to the Manager and locked away until the end of the session.

Parents entering the setting are to switch mobile phones off at the entrance to Preschool.

### **Cameras**

The setting's own camera is only to be used for observation purposes, with the permission of the parents/carers sought on the Enrolment Form. The camera is to be given to the Director who will print off images. These images will be destroyed from the setting's computer system as soon as the child has left the Pre-School. The setting will keep a log of camera use, recording the date, name of person using the camera and times of uses. Should the setting make a video recording to show to a parent, this will be deleted as soon as it has been seen.

### **Fund raising Pre-School Photographs**

On no account must photographs be taken of the children except with prior permission when a professional photographer is engaged in taking fund-raising photographs. Any professional photographer must have a DBS and will be clearly informed of the photographs required. The photographer will not be left unsupervised with the children.

### **E-Safety**

Wingle-Tye Pre-School does not have internet connection.

However, we promote E-Safety with our children when working on our computers. Karen Whitehouse is our E-Safety Co-ordinator and takes responsibility for all issues regarding E-Safety.

We have posters on our notice boards reminding parents of the importance of E-Safety at home. All staff understand the importance of misuse or access to inappropriate materials and are aware of the consequences. Staff discuss using the internet with children, using age appropriate language. They listen to children and challenge parents if their child raises concerns regarding sites or games, which staff feel may be inappropriate for their age group.