

## **17. Ladybird Preschool's Camera and Mobile Phone & Smartwatches policy**

### Acceptable Use of Mobile Phones, Smartwatches & Camera Policy

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

#### Mobile Phones and Smartwatches

Ladybird Preschool allows staff to bring in personal mobile telephones for their own use.

Users bringing personal mobile telephones or smartwatches into Ladybird Preschool must ensure there is no inappropriate or illegal content on the device.

All staff/students must ensure that their mobile telephones are left inside the closed box in the kitchen throughout contact time with children.

Mobile phone calls may only be taken during staff breaks or in staff members' own time. If staff have a personal emergency they are free to use the setting's phone or make a personal call from their mobile outside the building away from the children.

If a member of staff is waiting for an emergency personal call, then they should leave the setting (ratios permitting) and wait for the call.

Staff will need to ensure that the Management has up to date contact information and that staff make their families, children's schools etc, aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

All parent helpers will be requested to place their phone in the closed box in kitchen and asked to take or receive any calls away from the children.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Management.

Concerns will be taken seriously, logged and investigated appropriately in line with our safeguarding policy.

#### Visitors /Workmen

Mobile phones are to be left in the closed box in kitchen. If it is necessary for visitors/workmen to have their mobile phones to implement their role effectively then they are to be always supervised.

### Cameras

Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and are an effective form of recording their progression in the Early Years Foundation Stage. They may also be used on our website and/or by the local press with permission from the parents.

However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Only the designated Ladybird Preschool cameras are to be used to take any photos within the setting or on outings.

Images taken on this camera 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 cameras; it should be placed in locked cupboard if the images have not been deleted at the end of the day.

Images taken and stored on the camera must be downloaded on site as soon as possible, ideally once a week by the manager who is the designated member of staff then deleted.

Under no circumstances must cameras of any kind be taken into the toilet area without prior consultation with the manager.

If photographs need to be taken in the toilet area i.e. photographs of the children washing their hands, then the manager must be asked first and staff to be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.

### Productions/Outings

Photographs maybe taken during productions/outings if permission has been granted by the Management as occasionally there are restrictions for safety reasons. If

permission is granted, then photographs are only for parental/carers personal use and must not be placed on any social network sites.

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

Policy agreed by Dr Chloe Park (Chair)  
& Bernadette Page (Manager)  
To be reviewed on Date 17/10/2025

Date 18/10/2024