



Bevan Lodge Community Pre-School CIO

Safeguarding - Use of Mobile phones and Cameras.

Aim: at Bevan Lodge Pre-School we ensure procedures are in place to protect our children from unacceptable use of mobile phones, cameras and other technology devices in our setting.

Visitors are requested not to use their mobile phones, cameras and other technology devices when they sign in.

Personal Mobile phones

- Staff are not permitted to use any personal photographic equipment on pre-school premises. This includes mobile phones, interactive watches, cameras and video cameras. Except in exceptional circumstances (in the event of an emergency) with the permission of a manager, personal mobile phones must be stored in bags or staff drawers whilst in contact with the children.
- The above also applies to all visitors to Bevan Lodge including parents/carers, the management committee, students, volunteers and other visitors to pre-school.
- Staff are to ensure that the direct telephone line to Bevan lodge Pre School is known to immediate family and friends who may need to contact them in an emergency. (01252 510993)
- The settings mobile phone is for use on outing and home visits and does not have a camera facility. This phone ensures the safety of the children and staff. (07865692074)

Cameras, ipads, videos, smart watches and technological devices.

- Camera and video use is monitored by the manager.
- Staff must not bring their own camera or video recorders into the setting, unless the manager gives permission for their use, for a specific purpose e.g. publicity photographs, fundraising products. In this instance, the manager will view all the photographs taken before the camera is removed from pre-school.
- No cameras, I pads are allowed in the setting except cameras and ipads that are the property of Bevan Lodge Pre School CIO. They are only to be used by staff members.
- Ipads, cameras and technological devices belonging to Bevan Lodge, are only used where at least one staff member is present
- Ipad use - Staff use Ipads to digitally record children's learning and development via an online app - Tapestry. Tapestry is subscribed too annually by Bevan Lodge Pre School.
- Staff access their individualised accounts using a secure and personalised four-digit security code.
- When children join Bevan Lodge, written permission/consent is obtained from parents/carers for use of the Tapestry app to record and share photographs/videos taken by staff.
- Parents' consent by creating their own Tapestry account for their child/children, with their own personalised security access code.



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- Visitors are not permitted to use cameras, ipads, videos, smart watches or other technological devices during their time in the setting. During outings and pre-school events they will be advised prior to the event.
- Photographs and recording of children are only taken on ipads/cameras that belong to the setting.
- Photographs and recordings of children for external/ advertising purposes are only taken of children if prior written consent has been sought from parents.
- Photographs and recordings of children are only taken to evidence their learning and development or for display within the setting.
- Smart watches are not permitted at Bevan Lodge Pre School. Any smart watches will be put in a secure locked cupboard.
- With prior written consent from all parents of children at the setting, parents/carers are permitted to use personal photographic equipment at special pre-school events e.g. concerts, fun days, sports days. Images recorded in this way must be for their own personal use and must not be shared on internet and social networking sites.
- When children join Bevan Lodge, written permission is obtained from parents/carers for photographs/videos to be taken by staff, and for photographs to be published on the pre-school website. Additional permission is sought from parents/carers for photographs to be used for specific purposes, e.g. student observations, publicity material.

This document has been reviewed and adopted by Bevan Lodge Pre-school Management Committee.

Signed on behalf of the Management Committee:

_____Signature

_____Name

_____Position

_____Date