

## **Mobile Phones / Photography Policy**

Safeguarding the children in our care is of the upmost importance to the staff and committee of Heath Barn pre-school. Therefore, we have strict procedures in place, regarding both the photographing of attending children, and how any photographs are subsequently used.

We seek written parental permission to use photographic / video footage of their children for the purpose of internal displays, pre-school publicity and for the child's individual progress records. Only photos taken by the staff, using pre-school's camera / tablets, are ever used for these purposes.

If there are outside photographers attending the setting for any reason, we will notify parents in advance, and seek their permission. For events such as, the Christmas party, parents/carers attending are able to take photographs in the main hall or playing field; these photos may therefore contain images of children other than their own. Parents are advised that it is not permissible to place pre-school based images on any internet site if they include the whole, or part, of anyone other than their own child.

We will discuss any parental concerns on a one to one basis if required. If a 'no photo' request is made by parents, we will work to ensure that no photographs are taken and parents will be restricted from taking photos at group events.

Staff (including temporary/volunteers) are required to keep their mobile phones in the office during session and calls should not be taken – permission should be sought from the manager if a call needs to be made. Smart watches are allowed, however the camera function must be disabled.

In the same vein, parents and visitors are asked not to use their phones whilst at the setting.