**Camera, Mobile Phone and Recording Device Use**

This policy refers to all information storage devices including cameras, mobile telephones, tablets, iPad’s and any recording devices including smartphones and smartwatches.

At Top Place Preschool, we recognise that photographs and video recordings play a part in the life of the preschool. We ensure that any photographs or recordings taken of children in our preschool are only done with prior written permission from each child’s parent and only share photos with parents in a secure manner. We obtain this when each child is registered, and we update it on a regular basis to ensure that this permission still stands.

This policy should be used in conjunction with our online safety and acceptable IT use policies, to ensure children are kept safe when using the preschool devices online.

Staff must adhere to the following:

Mobile phones/smartwatches/Fitbits are either turned off or on silent and not accessed during your working hours.

Mobile phones/smartwatches/Fitbits must be stored in the staff designated phone box upon arrival at the preschool.

Mobile phones/smartwatches/Fitbits can only be used on a designated break away from the children.

On no account should personal devices be connected to the preschool Wi-Fi at any time.

Staff can only use preschool devices, such as tablets and laptops for preschool purposes.

Preschool devices will not have any social media or messaging apps on them.

Staff cannot log into their social media, personal email accounts etc on preschool devices.

Any apps downloaded onto preschool devices must be done only by the management. This will ensure only age and content appropriate apps are accessible to staff, or children using them.

Passwords for preschool devices must not be shared or written down and will be changed regularly by the management.

During outings, staff only use mobile phones belonging to the preschool.

Staff may only use preschool owned devices to take photographs, videos etc.

Staff are not allowed to take preschool devices home.

All devices must be kept at preschool and kept under lock in a safe place.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles or smartwatches and may only use those provided by the preschool. The preschool manager/deputy will monitor all photographs and recordings to ensure that the parents’ wishes are met, and children are safeguarded.

**Parents and Visitors**

We have a no use of mobile phone in our premises. Parents and visitors are not permitted to use their mobile phones or smart watches whilst at preschool so, parents and visitors visiting the preschool must store their mobile phone in a designated box provided by the preschool.

We request that parents do not give their child electronic devices like mobile phones, smartwatches such as Vtech while at preschool. This is to safeguard all the children and prevent any loss or damages of such items.

We ask for individual permissions for photographs and video recordings for a range of purposes including use in the child’s learning journey; for display purposes; for promotion materials including our preschool website, brochure and the local press. We ensure that parents understand that where their child is also on another child’s photograph, but not as the primary person, that may be used in another child’s learning journey.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child’s play or learning.

Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the preschool premises without the prior consent of the manager.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

At Top Place Preschool we use tablets, iPad’s in the rooms to take photos of the children and record these directly on to their electronic learning journeys. We ensure that these devices are used for this purpose only and do not install applications such as social media sites on to these devices. We also do routine checks to ensure that emails and text messages (where applicable) have not been sent from these devices and remind staff of the whistleblowing policy if they observe staff not following these safeguarding procedures.