

Happy Valley Pre-School Ltd

Parent/Visitor Mobile Phone and Social Network Imaging Policy

Happy Valley Pre-School Ltd views the safety of the children in our care as paramount. The pre-school does not allow the use of: mobile phones, any image recording device or personal technical equipment such as laptops, I pads etc. to be used in pre-school without prior permission of the manager.

Procedures

- We do not allow the use of mobile phones during pre-school hours, on the premises indoors or in the outdoor play area.
- This ban excludes the mobile phones which are the property of Happy Valley Pre-School Ltd. This phone is required for outings and emergency i.e. fire – to enable us to contact parents and other person.
- All parents and visitors will be advised of this policy as they enter pre-school.
- Parents and visitors will be asked to ensure their phones are kept in their bags or they may store them in the filing cabinet for the duration of their visit.
- If parents or visitors need to use their mobile phone they will be asked to leave the premises in order to do so.

When picking up or dropping off children, parents are asked not to use their phones whilst in the pre-school room to enable the safety of all children.

Imaging

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Written parental permission for photographs to be routinely taken and used in records is requested when a child joins the nursery and is renewed at the start of a school year.

Only children with written parental consent will be photographed.

Only the designated nursery tablet is to be used to take any photo within the setting or on outings, unless a professional photographer has been engaged for a particular purpose.

Images taken on these tablets 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 tablet, this should be placed within the lockable small grey cabinet behind the manager's desk when not in use.

Images must only be downloaded by the nominated senior member of staff or admin, currently Karen Wardle, Grace Cutler and Ellen Baker.

All images should be downloaded on site as soon as possible ideally twice a week and the tablets then wiped clean.

Photographs should be distributed to individual colour group leaders to record in children's learning journeys.

This policy was reviewed and checked on: November 2018

Signed on behalf of the Pre-School:

(Pre-School Director)

Next Review:

November 2019