Sticky Fingers Pre-School
Abbas and Templecombe Church School,
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Telephone no. 07742895967 / Email manager@stickyfingerspreschool.org
Registered Charity no. 1029754 / www.stickyfingerspreschool.org

8b – Use of Mobile Phones and Cameras:

Policy Statement

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

Procedures

Personal Mobile Phones

- Staff are permitted to bring in personal mobile phones which are stored in their personal bags at the beginning of their working hours; these are kept securely in the office.
- Staff may make personal calls during their breaks within the office or off site.
- In the event of an emergency, personal phones may be used in the privacy of the office, with permission from the Manager.
- Members of staff ensure that the setting's mobile phone number is known to immediate family and other people as an emergency contact number who may need to contact them in an emergency, i.e. children's schools. Please note, this is the responsibility of the individual.
- Members of staff may take their personal mobiles on outings in case of family emergency, but don't use these unless absolutely necessary. The pre-school mobile is taken and used for work/business.
- We display a "no mobile phones" sign on our front door.
- It is the responsibility of all staff to stay vigilant and report any concerns to the manager or chairperson. Concerns will be taken seriously, logged and investigated appropriately in line with our safeguarding policy.
- Parents and visitors are asked if they have got a mobile phone with them, if so, they are asked not to use their mobile phones whilst in the setting for safeguarding reasons. For example, during our stay and play sessions parents/carers are asked to put their phones in a basket which is kept securely in the office, phones are then returned at the end of the session. If a visiting company or organisation requires contact with their office then they will be advised to go off site to make the call.
- The only mobile phone out on show will be that of the Pre-School (no landline currently available). All visitors must ensure that any mobile phones fitted with cameras are either not taken into the setting or are placed in the office during their visit.

Cameras and videos:

- All photos taken of the children will be taken on the pre-school's tablets – unless using a professional pre-booked photographer. The storage of digital photographs will be in accordance with the current legislation for the pre-school setting.
- Photographs are only taken of children if there is written permission to do so (sought beforehand, at registration which can be found in the individual child's file). Additional permission is sought for using children's photos on the business Facebook page.

- Photographs of the children are only taken for valid reasons, including:
  - to record and celebrate their learning and development within the Early Years Foundation Stage including for evidence on Tapestry
  - For use on displays for the setting, newsletters, website, local press, publicity, prospectus material
  - For emailing parents to communicate what their child has been doing on that day.
- Photos used for publicity, including the business Facebook page, follow strict guidelines:
  - Children should not be named alongside their photo or any other personal information disclosed.
  - Children should be clothed in appropriate clothing, (eg not swimwear).
  - Where possible, shots should be action shots where pupils are not easily recognised.
  - The Manager or Chairperson will select suitable photos to add to the Facebook page.
- Members of staff must not bring their own cameras or video recorders into the setting.
- Camera and video use is monitored by the manager.
- Photographs may be taken during special events if permission is granted by the manager, as occasionally there are restrictions for safety reasons. If permission is granted then photographs are only for parental/carer use and **must not** be placed on any social network sites.

This policy was adopted by	Sticky Fingers Pre-School
On	6th October 2026
Date to be reviewed	October 2027
Signed by Chairperson	
Name of Chairperson	Ashley Panton