



# Lyndhurst Pre-School

## Mobile Phone and Camera Policy

### Policy statement

Lyndhurst Pre-School embraces new technology but has a mobile phone and camera policy on personal phone and camera use. This is to protect children in the Pre-School from abuse and misuse of their images.

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning & Development
1.3 Keeping Safe 1.4 Health & Well Being	2.1 respecting each other	3.2 supporting every child	

### Procedures

- 🔒 Lyndhurst Pre-School respects that members of staff may bring their phones to work, for use in receiving emergency phone calls. All phones should be stored in the office in staff bags.
- 🔒 The receiving and making of calls should be kept to a minimum and limited to important calls only in the office.
- 🔒 The Pre-School land line phone may be used by staff for emergencies.
- 🔒 Under no circumstances should photos be taken on mobile phones either by staff or visitors unless permission already granted eg Leaver's Ceremony
- 🔒 All parents should be discouraged from using phones inside the Pre-School and not to be used for photos. Parents and visitors will be asked to ensure their phones are kept in their bags, or left in the office. If parents or visitors need to use their mobile phone they will be asked to take the call in the office or leave the premises in order to do so.
- 🔒 Pre-School children are not permitted to bring mobile phones to Pre-School.
- 🔒 Any staff using a phone to take photos will have it removed from their person until photos removed.
- 🔒 Staff should only use the Pre-School camera or Learning Journey tablet to take photos and this must not be downloaded onto any personal computers except the Pre-School computer.
- 🔒 No electronic copies of photo should be passed to outside agencies unless educational use has been signed for.

This policy was adopted at a meeting of Lyndhurst Pre-School Directors  
Held on

Signed by Chair of Lyndhurst Pre-School Directors

