

Mobile Phone & Camera Policy (updated Mar '23)

- Staff and volunteers are **not** permitted to keep their mobile phone upon their person and must store them in the upstairs office with personal belongings.
- Staff or visitors are not allowed to use their own mobile phone to take photos/videos during the session.
- Parents are asked not to use their mobile phones whilst on the premises, but if required to make or take a call will be asked to go outside.
- Parents/carers are asked not to take any photographs on Ready 4 School Outings. One staff member will carry the Pre-School mobile phone for emergencies. This mobile phone does not take photographs or have internet access for safeguarding reasons.
- Photographs and videoing are used at pre-school for recording children's progress and creating displays etc. Parents/carers are asked to sign to consent to this on their child's Registration Form.
- Only cameras or videos authorised or provided by Little Acorns will be used.
- At family events held at Little Acorns (such as our Christmas play/party and leavers do) parents are permitted to take photographs/videos ONLY at the settings discretion and advice. Any images or videos taken ARE NOT uploaded onto social media sites.

See also: IT equipment / e –safety section within our Safeguarding Policy.