

USE OF MOBILE PHONES AND CAMERAS POLICY



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POLICY STATEMENT

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones and cameras in the setting. Children in our setting are not allowed to bring or use any of their technology in school: mobile phones, stopwatches, tablets, or laptops. For educational purposes, technology will be provided for use by children by the school and under the careful supervision of a member of staff.

PROCEDURES

Personal Mobile Phones

- Personal mobile phones belonging to members of staff are used **only for emergency purposes** whilst on the premises during working hours.
- For personal reasons only, during their break outside the school's premises, staff can use their mobile phones.
- The Head of School and the Office Manager's phones may always be used to communicate with parents and carers.
- **In the event of an emergency, personal mobile phones may be used with permission from the Head of Preschool or the Office Manager.**
- **Personal mobile phones must remain in bags or drawers at all times and should be set to silent mode.**
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- Members of staff are instructed to take their mobile phones when on out-of-school visits in case of an emergency. They are instructed not to use them for anything else.
- Members of staff will not use their mobile phones to take photographs of children on outings.

- Parents and visitors are kindly asked to refrain from using mobile phones while on the premises. The only exception to this rule is for visitors whose company or organization has a lone working policy that necessitates regular contact with their office throughout the day.

Cameras and videos

- Members of staff must not bring their own cameras or video recorders into the setting.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development or for displays within the setting.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Preschool cameras or tablets must be used, and content loaded into a preschool computer and saved in a named file in Media on Server, not a personal computer or phone.
- During special events, e.g. on Christmas or leaving parties, only the Office Manager may produce group photographs to distribute to parents, after completion of the GDPR agreement.
- Only the designated school cameras and tablets are to be used to take any photo within the school.
- The Head of Preschool or Office Manager monitors camera and video use.
- Photographs and recordings of children are only taken if there is written permission to do so (*found on the individual child's registration form and GDPR agreement*).

Parents

Parents are asked not to use their mobile phones in the presence of the children at the preschool. In the case of an emergency, they would need to leave the site to make or receive a call.

For school events and productions, parents and carers are allowed to take photographs and videos of their children following the school's protocols. However, we strongly recommend against sharing these images on social media platforms.

Camera Policy

The mobile phone or classroom tablet may only be used to take images in the following areas: classrooms, corridors, gardens, playgroups, and during trips. If staff members need to take images in the canteen or children's restrooms (for instance, to demonstrate hand washing as part of a lesson), they **MUST** have a colleague present as a witness, or obtain approval from the Head of Preschool or Educational Coordinator.

All staff members are responsible for ensuring the mobile phone or classroom tablet is securely stored and identifiable. Each device should be clearly labelled to indicate which classroom it belongs to and placed in the designated area within the classroom.

Furthermore, the tablet or mobile phone must always be kept in a visible, prominent location.

Images stored on the camera must be suitable, and children must not be put in compromising situations that may cause embarrassment and distress.

Last review: April 2025

Name of signatory: DAN NICULAIE-FARANGA

Role of signatory: permanent representative of the governor ITH MANAGEMENT OFFICE SRL

Name of signatory: ANCA ILIE

Role of signatory: Head of Preschool