

May 18

## **SACRED STEPS PRE-SCHOOL-FOR YOUR ATTENTION!**

### **SAFEGUARDING AND WELFARE REQUIREMENTS WITH REGARD TO:**

#### **THE USE OF MOBILE PHONES AND CAMERA'S IN OUR PRE-SCHOOL**

The safety and well-being of all children in the setting is paramount (Child Protection policy). We actively promote that all those who work or volunteer in our setting will adhere to the following procedures:

#### **MOBILE PHONES:**

During working hours with the children mobile phones will not be used by the staff. They will be locked securely away by the Manager and staff will sign for their release on a daily basis.

The Manager's Mobile has a place in the setting and is used as a contact for parents and other organisations. It is used during trips and outings as well as in an emergency. The Mobile is used in the Pre-school office area and kitchen area of the Pre-school and this ensures minimal distraction to the children.

#### **CAMERAS**

Cameras are used in the Pre-school to support children's learning and development. Photos are taken to gain evidence and form part of each child's Learning Story. These are taken and recorded by the child's keyperson during everyday activities and build up a child's achievement during their time at Pre-school. Our Privacy Notice in line with the Data Protection Regulations GDPR (2018) will be adhered to around sharing information.

The above safety rules apply with regard to the use of mobile phones for all parents, carers and students who help in our

May 18

setting. All Mobile phones will be locked securely away by the Pre-school Manager and parents will sign for their release.

A sign is displayed in the Pre-school to indicate that the use of mobile phones is not permitted on the premises.