

Chandlers Chatters Preschool Playgroup

Policy on Camera and Mobile Phone Equipment

Chandlers Chatters Playgroup recognises the importance of technology in their Playgroup setting and find that the use of cameras and mobile phones are valuable resources when recording progress and keeping in touch with parents. However, we also recognise that parents have the right to protect their child from the improper use of photographs on social media and networking sites. All parents are given the opportunity to opt out of the use of such equipment during a playgroup session and on other occasions, such as, sports day and end of term performances by the children. The Playgroup has, therefore, set out the rules and guidance on the use of mobile phones and photographic equipment during the time the children are in session.

The following rules have been set out to make sure that employees and parents/carers are fully aware of the limitations placed on the usage of the above equipment to ensure confidentiality and privacy for all our children.

- Only the Playgroup camera/mobile phone will be used on the children during session time. Personal cameras/mobile phone cameras will not be used by any member of staff.
- The Group camera will be kept in a locked cabinet and used for the setting only.
- The Manager is responsible for the location and safekeeping of the camera.
- The Manager is responsible for the images being printed off at the end of each week, then deleted from camera. The pictures are then used against children's profile folders or displayed on notice board first.
- On occasions, photographs may be used for external publication i.e. for advertising purposes. However, parental permission will always be sought prior to this event.
- Photographs and video images can only be taken by PARENTS at special events such as Sports Day, Easter bonnet parade and Christmas concerts but will be informed not to place on social networking sites. If you do not wish your child to be photographed at these special event's, then unfortunately you may be asked to keep them off that day due to a risk of this happening.
- Mobile phones belonging to staff are placed in a box during session times. All staff will make it known to friends and family that they can only be contacted at playgroup if there is an emergency on the Hall land line or the playgroup mobile phone. The staff are also made aware that if they need to use their phones then it will only be in their break and will be outside. If the occasion does arise this will be done under the supervision of the Manager.
- Parents/carers will be notified of our mobile phone usage and asked to comply with our rules when on the playgroup premises.
- It will be the responsibility of all staff to report any concerns to the Manager or Acting Manager of miss use of mobile phones, who will deal with the situation appropriately
- Failure to comply with our rules on the use of mobile phones and cameras may lead to disciplinary action against an employee (which may include dismissal). Any parents/carers found to be breaching our rules regarding photographic equipment will be asked to delete any images. Further action may be taken if thought necessary. Anyone found to be using mobile phones within the setting will be asked to leave the building and take their call outside.

Policy Reviewed – June 2019

Next Review Date – June 2020