

Collaton St Mary Pre-School

The Parish Rooms, Blagdon Road, Collaton St Mary, Paignton TQ3 3YA

Use of Camera and Mobile Phones Policy

Policy statement

At this setting we believe in maintaining confidentiality with regard to the taking of, usage and storage of photographs in the Pre-school setting. Photographs are taken at our Pre-school for the following reasons.

- To put in each child's learning diary as part of their record of achievement so that parents can see more of the experiences their child has during their time with us.
- To use as part of our wall display in our main rooms as we feel this gives the children a sense of belonging as well as being a great topic for conversation and recall.
- To use on our website to promote the Pre-school.
- To keep for display purposes within the setting for our open evenings and anniversary events

To ensure that photographs will only be taken and used for the purposes mentioned above with parental permission and disposed of correctly we will follow the following procedure.

Cameras

- All parents will be asked to complete a detailed photograph permission slip where they will indicate whether they give their permission or not for photographs to be taken and used.
- All photographs will be taken using the Pre-school digital camera.
- Camera to be signed out and back in if taken out of the setting, ie for Pre-school outings and trips.
- All photographs will be printed by the designated member/s of staff using the Pre-school printer
- All photos will be wiped from the memory card after printing by the designated member/s of staff.
- All photographs to be wiped from the computer after they have been printed or stored securely for a limited period of time in a password protected area.
- Any photographs to be used on the website will be printed onto a permission slip so that the parent will know exactly what photograph/s will be used.

Event photographs and video

At our end of term events and on other special occasions such as sports day or trips out we appreciate that many parents want to take photographs and video recordings as a personal record of their child's participation in these of these activities. We feel this is important as children like to share their experiences with family members such as grandparents and will enjoy recalling their Pre-school experiences in years to come.

We do however respect every parent's right not to have their child in group photographs and so we will therefore:

- Send a letter out before each event asking parents to tell the manager if they do not wish their child to be photographed or videoed.

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- When a child starts Pre-school, a letter is enclosed in their welcome pack attached to our photograph policy explaining that permission will only be given to take photographs and videos at Pre-school events if:
 - All parents have given their permission
 - Parents have signed our agreement to use the photographs/videos only for personal use and will not put them onto Facebook or Flickr or similar web applications that can be accessed by unauthorised people.

Mobile Phones

As most mobile phones now include a camera the following will also apply.

- Staff are not to use their mobile phones within the setting during working hours except in an agreed designated area away from the children only in cases of personal emergency or with the approval of the manager.
- Staff mobile phones are to be stored securely during work times with their other personal belongings.
- Parents or other visitors will be asked not to use their mobile phones whilst in the Pre-school setting.
- If anyone needs to contact staff during work time, they should phone the setting on the land line.

This policy was adopted at a meeting of the Collaton St Mary Pre-school Trustees.

Date

Signed

Position

Review date