

**3.3 Use of Mobile Phones & Cameras Policy**

Mobile phones are common and have inbuilt cameras. We have a duty of care to protect our children from exploitation and so the following statements are expectations of mobile phone usage by both parents/ carers, visitors, students and staff whilst on Shoreham Pre-School property.

* Mobile phones are not permitted to be carried in staff pockets during work hours. They must be kept in the office area. Staff are permitted to check their phones in the playroom while they have their lunch break under supervision by the duty manager and returned to the office for the start of the next pre-school session.
* No photos or videos are ever permitted to be taken on personal phone cameras. Pre-School has a designated camera on which photos are taken, printed off and deleted from the memory.
* No cameras or mobile phones are ever permitted in the toilet and nappy changing area.
* Parents may, with permission of a member of staff, record appointments with Key Workers on their mobile phone inbuilt calendar.
* Parents may, with permission of a member of staff, take photos of documentation they wish to record as long as no children are in shot.
* Parents are not permitted to make or receive calls on pre-school property without prior permission from a member of staff and only under exceptional circumstances.
* Staff should stop parents/ carers, students, visitors and other staff from using their phones on pre-school property by reminding them of this policy.