



CAMERA AND MOBILE PHONE POLICY AND RECORDING DEVICES

The setting forbids the use of personal cameras, mobile phones and recording devices by staff members, students and volunteers whilst on duty.

All staff, students and volunteers who are working with children are required to place their mobile phones in a box provided in the office area. The manager / Deputy and supervisor will make sure that staff abide by this daily.

Staff members will be able to access their phones during breaks and lunch times. Any staff member who does not comply with the camera, mobile phone and recording device will be dealt with in line with the setting grievance and disciplinary procedures.

Children will only be photographed or recorded by the use of camera / recording devices that have been agreed by the manager / Deputy or supervisors. Children will only be photographed or recorded if parental consent has been obtained see admission form for each child.

Policy adopted September 2019.

Director:

Company secretary:

Woodcroft Pre-school and Wrap Around Care.

