

Mobile phones are not permitted to be carried around the setting when children are present.

Staff, volunteers and students will be asked to leave their phones in a locked box in the Pre-school cupboard. This will not apply to visitors (e.g. other professionals and prospective parents) as long as they are accompanied by a staff member at all times.

Staff, volunteers and students may use their mobile phones at lunch break but must return the phone to the locked box.

If a personal emergency occurs, staff, volunteers and students are requested to use the Woodhall Farm Pre-school phone.

Visitors will be asked to take emergency calls away from the children.

Staff, volunteers and students must give The Woodhall Farm Pre-school's contact number to anyone that may need to contact the Pre-school in an emergency.

Cameras or Tablets

Staff on toilet duty will not take a camera into the toilet/hand washing area with the children.

Pre-school cameras will be locked in the cupboard at the end of each session.

No personal cameras will be brought into the pre-school setting.

Photographs and videos

Photographs and videos will be down loaded from the camera straight onto discs; the discs and tablets will be kept in a locked filing box in a locked cupboard. Discs will be destroyed every term.

Images and videos will not be stored on the Pre –schools' laptop.

Videos may sometimes be used for staff training only

Updated policy 01/04/2021

The Woodhall Farm Pre-school

Mrs. A. Kukoyi
Pre-school Manager

Mrs S. Pomroy
Deputy Pre-School Manager