



Mobile Phone and Camera Policy

No mobile phones are allowed in the Pre-School main room during session times. Visitors and staff will be asked to leave their phones in the office on silent.

If staff need to be contacted during the session due to an emergency, this can be done on the Pre-School phone.

If a visitor is required to keep their phone for a particular reason on them this will be decided at the Person in Charge's discretion.

Parents are requested not to have mobile phones turned on whilst they are inside the main hall. If calls need to be taken this should take place outside the building.

Photographs

Photographs and recordings of children are only taken for valid reasons to record their learning and development or for displays within the setting.

Photographs and recordings of children at special events may only be taken if all Parent/Carer concerned have given their permission and they may not be put on any social media network sites, apart from Little Ducklings own Facebook page and with prior permission.

The Pre-School uses two mobile phones. They have no sim card and is only used solely for the purpose of social media and learning journeys with permission from parents.

Signed on behalf of Little Ducklings Pre-School: _____

Position: _____