



Jumping Beans Mobile Phone and Camera Policy

We aim to provide an environment in which children, parents and staff are kept safe from images being recorded and inappropriately used. We use Photographs extensively throughout Preschool to capture experiences or things the children achieve.

We may use photographs for the following:

- Wall Displays, Key Person Board, Birthday Board.
- As part of a child's learning journey, as evidence of the child's development, to share with parents and children these are shared using Evidence Me.
- A photo album this can be shared with children, parents and visitors.
- During special events and so we can share our experiences.
- To share the children's learning experiences on our website and Dojo.

Mobile Phones

- Jumping Beans allows staff to bring in personal mobile telephones and devices for their own use. However, they must be kept in bags in the Jumping Beans Office and are not allowed to be used in any part of Jumping Beans where the children will be.
- Any Staff members who need to contact parents/carers must do so only on the School phone in the office. Under no circumstances does the nursery allow a member of staff to contact a parent/carer using their personal device.
- Staff must ensure that they make their families, children's schools etc. aware of emergency work telephone numbers if they need to be contacted 01453 762962 (option 2) for Preschool. This is the responsibility of the individual staff member.
- Students, parent helpers, volunteers and visitors will be requested to place their bag containing their phone in the Jumping Beans office following the same guidelines as the staff at Jumping Beans and will be reminded that use of mobile phones in setting is not permitted.

- During group outings or school trips staff may need to have access to a mobile phone which is to be used for emergency purposes only and will be clearly documented on the risk assessment for the relevant activity/experience.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Head Teacher/Jumping Beans Leader. All concerns will be taken seriously, logged and investigated appropriately.
- Staff must not use their mobile phones to take images anywhere in preschool or surrounding areas when children are present.

Use of camera's and tablets

Photographs taken for the purpose of recording a child or group of children's progress development learning and experiences in Preschool.

- Only the designated Jumping beans Ipad are to be used to take any photo within the setting or on outings.
- No photographs are to be taken of the children using a mobile phone.
- All staff are responsible for the location of the cameras/tablets and they should be put safely away in the Preschool office at the end of the day.
- Images must be uploaded to the secure online learning journal by a member of staff and deleted from the tablets on a regular basis
- Cameras/Tablets should not be used in the bathroom area

Signed

Date

Review