



RECORDING DEVICE POLICY

New Millside Pre-school operates a camera, mobile phone and recording device policy to protect children, protect staff from allegations and maintain high standards of care within the Pre-school.

Procedure

New Millside Pre-school forbids the use of personal cameras, mobile telephones and recording devices by staff members, students and volunteers whilst on duty.

All staff, students, volunteers, committee members, parents and visitors to the setting are required to switch off and leave any mobile phone and recording devices in the office.

Staff members, students and volunteers may access their personal devices during their lunch break.

Children will only be photographed or recorded by the use of camera/recording device that belongs to the Pre-school.

Children will only be photographed or recorded if parental consent has been obtained.

Only the pre-school mobile phone(s) will be to hand during working hours.

When on an outing the pre-school's own mobile phone will be used.

The pre-schools landline number **MUST** be given to schools/family etc. for contact during the working day.

Under no circumstances must cameras of any kind be taken into the toilet/change area without prior consultation with the Pre-school Manager/Deputy – if photographs need to be taken in this area i.e. photographs of the children washing their hands, then the Pre-school Manager/Deputy is to be informed and the staff member supervised. The digital camera(s) are to be left in a prominent place where it can be seen.

All cameras in the pre-school including those on staff members, volunteers & students mobile phones can be subject to scrutiny at any time by the Safeguarding Officer, Pre-school Manager or Committee Chairperson. Photographs are downloaded from the camera regularly and file in children's journals. These are deleted immediately. Any photos not used are shredded at the end of the week.

Any member of staff who does not comply with the 'camera, mobile phone and recording device policy' will be dealt with in line with the pre-school grievance and disciplinary procedures.