



## Foresteers Outdoor Preschool

# Use of Mobile Phones, Cameras and Other Recording Devices Policy

Reviewed January 2026

Reviewed by Hayley Smith - Preschool Manager

This policy relates to the **Statutory Framework for the Early Years Foundation Stage: Section 2.1: Assessment and Section 3.4: Child Protection**. For the purpose of this policy the term *mobile phone* refers to all information storage devices including cameras, mobile telephones, tablets, smartphones, smartwatches, and any other recording devices which can take photographs or record film.

### Introduction

Foresteers Outdoor Preschool recognises that staff, students, visitors, parents and volunteers within our setting may wish to have their personal mobile phones with them for use in case of emergency. It is acknowledged that staff may also have other technological devices in their possession or within their personal belongings. However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately and therefore the setting management has implemented the following policy.

### Parents

- Parents are asked not to use their mobile phones in the presence of the children at the preschool. Parents are requested to leave the site area to make or receive a call.
- If parents wish to take a photograph of their own child whilst at our setting, they must first get permission from a member of staff and ensure only their child is in the picture.

### Visitors

- The woodland is a no phone area unless permission is granted by the manager.
- Visitors are requested to store mobile phones in our hut for the duration of their visit, alternatively they may choose to leave it in their own vehicle. Visitors remain responsible for their own property and will bear the responsibility of any losses.
- Visitors are requested to move out of sight and hearing of the children to make or receive an emergency call.
- Visitors may not take photographs of children without prior discussion with and permission from the preschool manager.
- In circumstances where there is a suspicion that unsuitable images have been recorded on any mobile device, the 'Concerns about staff or volunteers' process will be followed (please refer to the *Safeguarding Policy and Child Protection Procedure*).
- Visitors will be supervised at all times by a member of staff while at the setting.

### **Staff, students, volunteers and parent helpers**

- All staff, students, volunteers and parent helpers must ensure that any personal devices, including mobile phones, are either left in the owner's vehicle or stored in our lockable box or in personal backpacks and under no circumstances used during contact time with the children.
- In an emergency calls must be made or received away from the site area, out of sight and hearing of the children, ensuring that supervision levels are not compromised.
- Any staff member misusing this phone will face disciplinary action. Staff, students, volunteers or helpers who ignore this policy and access a personal mobile phone during contact time with the children may face disciplinary action.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the preschool manager.
- In circumstances where there is a suspicion that unsuitable images have been taken on a mobile phone or technological device, the 'Concerns about staff or volunteers' process will be followed (please refer to the *Safeguarding Policy and Child Protection Procedure*).

### **Use of photographs and video recordings**

Foresters Outdoor Preschool provides mobile devices for taking photographs for the purpose of recording participation in activities, celebration of achievements and evidencing progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Parental consent must be given to take photographs and use video recorders. The parent/carer of each child is required to complete a consent form giving written permission for images to be used for the purpose of Learning Journals, publicity and promotion and/or the setting's website. Parents/carers who do not wish their children to appear in one or more of these places should inform the preschool manager which are/are not acceptable.
- Only the designated devices provided are to be used to take photographs or video recordings within the setting or on outings.
- Often images may contain other children in the background. If a parent/carer has not completed a consent form for the relevant usage we will not use an image where that child appears in the background.
- No images will be taken of children which captures them in what are commonly understood as non-public activities such as toileting or changing clothes, or which show body parts not usually visible in public settings.
- Children will have access to the settings devices in order to take photographs and video recordings to support their learning. This will be fully supervised by members of staff. Photographs taken on these devices will be deleted, once printed if not before.
- The setting's designated devices remain the property of the setting at all times and the responsibility of the Designated Safeguarding Lead (DSL), Eliza Barlow.
  - The DSL, Eliza Barlow, and Forest School Manager, Rohan Wilson, may use their phones to provide wifi hotspots.
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#### **- Storage of photographs and video recordings**

- All images will be stored and disposed of securely to prevent unauthorised access, ensure confidentiality and protect identity.
- Photographs will be stored on the settings computer/laptop, which is password protected, until the images are no longer required or the setting ceases to operate, should this occur then all photographs will be shredded or deleted from the computer or laptop.

- Staff will not share any images or videos of children via any social media or other online channel. This will be seen as gross misconduct and could result in dismissal.
- Security procedures are to be proportionate to the potential risks involved and must be subject to constant monitoring and review.

### **Online Learning Journals**

At Foresteers Outdoor Preschool we use tablets to take photographic evidence of the children's learning and record these directly on to their electronic learning journeys. We ensure that these devices are used for this purpose only and do not install applications such as social media sites on to these devices. We also do routine checks to ensure that emails and text messages (where applicable) have not been sent from these devices and remind staff of the Whistleblowing Policy if they observe staff not following these safeguarding procedures.

<b>This policy was adopted on</b>	<b>Signed on behalf of the preschool</b>	<b>Date for review</b>
<i>1st January 2026</i>	<i>Hayley Smith</i>	<i>December 2026</i>