**Bradgate Preschool- Procedure for use of mobile phones and cameras**

**Staff using mobiles phones and cameras**

* Please refer to the IT acceptable use policy.

**Parents/visitors using mobile phones and cameras**

* On arriving at the setting, the adult leading the parent/visitor into the setting to point out our , ‘Mobile Phones not to be used beyond this point’ poster. They will encourage parents to keep phones and cameras out of site for the duration of their visit.
* Parents/visitors will be advised to take personal calls including texting outside the preschool e.g. in the Family Hub reception area.
* Parents/visitors will be advised that any photographs or videos taken during special events such as Sports Day, should contain only images of their own child, Where this is not possible i.e. group events, images should be for the families use only and not shared on any social media networking sites. A statement of this will be included in the settings prospectus and given to the parent of every child before starting the preschool.

October 2024

To be reviewed October 2025