

New Millside Pre-school

CAMERA, MOBILE PHONE, WEARABLE TECHNOLOGY AND RECORDING DEVICE POLICY



Purpose

New Millside Pre-school implements a strict policy regarding the use of cameras, mobile phones, wearable technology, and recording devices. This is to safeguard children, protect staff from allegations, and uphold high standards of care within the Pre-school.

Personal Devices: Usage Restrictions

Staff members, students, and volunteers are prohibited from using personal cameras, mobile phones, recording devices, or wearable technology (such as smart glasses, e.g. Meta glasses) during sessions or in rooms where children are present. Usage of these devices is only permitted during lunch breaks and must take place in designated lunch areas away from children.

Smart Watches Policy

Smart watches without cameras are allowed but must be disconnected from their paired mobile phones (i.e. set to flight mode or with Bluetooth switched off). Calls, messages, or notifications must not be received or answered via smart watches during the working day. Any smart watch with a camera must remain in the main office and is not permitted in the main room with children.

Storage of Devices

All staff, students, volunteers, committee members, parents, and visitors must switch off/put on silent and leave mobile phones and recording devices, including tech glasses, in the main office.

Children's Smart Devices from Home

If a child brings a smart device (e.g. smart watch with a camera, Meta glasses, tablet) to the setting, it will be removed from the child and returned to the parent at the end of the day.

Photography and Recording Procedures

- Only pre-school owned cameras or approved recording devices may be used to photograph or record children.
- Such devices are kept in a visible, prominent location.
- Children will only be photographed or recorded if parental consent has been provided.

Use of Pre-school Mobile Phone

- During working hours, only the pre-school mobile phone will be accessible.
- From time to time the preschool mobile is used to send photos to parents/carers, mainly when the child is settling in, due to the delays with Tapestry uploads. Any pictures taken must be removed from the preschool phone within 1 week.
- On outings, staff must use the pre-school's mobile phone.
- Staff should provide the pre-school's landline and mobile numbers to families and schools for contact during the working day.
- The pre-school landline and mobile numbers are provided to parents/carers in our welcome pack and are available on our website.

Camera and Wearable Tech in Sensitive Areas

Cameras or wearable technology with camera/recording capabilities must never be taken into toilet or change areas without prior consultation with the Pre-school Manager or Deputy. If photos are needed in these areas (e.g. for children washing hands or property maintenance), the Manager/Deputy must be informed and supervise the process.

Device Scrutiny and Monitoring

All cameras, recording devices, and wearable technology – including those on personal devices belonging to staff, volunteers, and students – may be inspected at any time by the Safeguarding Lead, Pre-school Manager, or Committee Chairperson for reasonable reasons, such as, investigating potential breaches.

Photo and Video Management

- Photographs downloaded from Pre-school cameras (e.g. for art displays) are deleted immediately after use. Any unused photos are shredded.
- Photos and videos taken on Pre-school-owned, password-protected staff tablets are removed as soon as they are uploaded to Tapestry (the Children's Online Learning Journal).

Non-compliance

Any member of staff found not complying with this policy will be subject to the Pre-school's grievance and disciplinary procedures.