

ST JOHN'S SUNSHINE PRE-SCHOOL

MOBILE PHONE AND CAMERA POLICY

At St. John's Sunshine Pre School, we believe that the staff should not be distracted from their care of the children present. To ensure this occurs all staff will abide by the following;

- Personal Mobile phones are to be turned off or put onto silent.
- They should be placed into the provided box which will be kept within the filing cabinet.
- Staff are not to access their Personal mobiles during working hours.
- Visitors to the Pre School will be asked to turn their phones off, or onto silent and for these to stay within bags unless staying for long periods then they will be stored in the filing cabinet.
- When on group outings staff will have phones with them but these will only be used in the event of emergency.
- No photos will be taken on personal mobile phones.

St. John's Pre School has a mobile phone which will be active at all times for parents to contact the setting. This phone is to only be used for calls associated with the Pre School.

Photographs

Photos are not to be taken unless they are for the child's learning journal or display boards within the setting.

We at St. John's Sunshine Pre School ask that if parents do take photos during performances or other events for the Pre School that they do not post pictures of other children unless they have the permission from the child's parents/carer.

Any photos removed from the setting will be done with the permission of the Manager and this would only be for the purpose of printing photographs; Currently there is no printer based at the Pre School.