



## **18. Mobile Phone/Camera Policy**

All mobile devices owned by staff members, visitors or Parent helpers will be placed in the kitchen during session time where they can be accessed if necessary. It is prohibited for any person/s to take photographs on their mobile devices at any time on the pre-school site without prior permission being granted.

A 'Taking Photos and Images' notice will be sent out to parents with prior warning about the possibility of other pre-school families and friends taking images on special pre-school events.

Preschool will use their own devices such as the iPad.

On the rare occasion a child uses an electronic device for communication needs, the device will be checked for the capability of recording sound and video. In such cases, staff will ask the parent of the child to check for any mistakenly images caught on the device. If images have been recorded; the parent will be asked to be remove all recordings before leaving the setting.

This policy was adopted at a meeting of the Pre-school held on.....  
(Date)

Signed on behalf of the preschool: ..... (Chairperson)