

Visitors, use of mobile phones, cameras and videoing equipment.

We take steps to ensure that there are effective procedures in place to protect the children and adults in our setting.

Visitors to the setting

At Jack and Jill's Preschool we are open to visitors and book in planned visits that meet the requirements of prospective parents and carers. We also have visits from other agencies, such as from Speech and Language Specialists and Educational Psychologists.

Procedures to ensure the safety of all

- Visitors other than prospective parents and carers will have their I.D checked at the front door before entering the building.
- All visitors must sign the signing in book noting the time of arrival and the time they leave the building.
- All visitors must read our visitor agreement before entering the Preschool. This is located in the visitors book and gives information regarding not using mobile phones and cameras, use of the toilets, keeping their personal belongings with them at all times and that nuts can not be brought onto the premises.
- A qualified staff member will remain with the visitor at all times.
- No visitor will be left alone with a child, including teacher's from Primary Schools that may wish to assess the children that will soon be going through the transition into their school.

Personal Mobile Phones

- Personal mobile phones belonging to members of staff are not used on the premises during working hours.
- At the beginning of each individual's shift, personal mobile phones are stored away.
- In the event of an emergency, personal mobile phones may be used with the permission and supervision of the manager or deputy manager.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- Parents and visitors are requested not to use their mobile phones/cameras whilst on the premises or on trips.

Cameras and videos

- Members of staff must not bring their own cameras or video recorders into the setting.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting and Private Facebook Page accessed by parents. Photos of children's faces are not placed on the open Facebook page or the preschool website without written permission from parents.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by the setting manager.

- Children can use the camera/video equipment provided for them, under supervision (this will not be taken from the setting, but pictures made be used and altered for the children for creative and educational purposes.
- At special events, parents will be given the opportunity to take pictures of their child at the end. If a parent requests to take a picture of their child and friends, permission from all parents of children involved will be obtained prior to the photo being taken.
- Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's Registration Form).

Manager Signature and Date:

Deputy Manager's Signature:
