



St. Gregory's Child Care Trust,

MOBILE PHONE AND CAMERA PROCEDURE 1.14

February 2023

To be reviewed by February 2024

MOBILE PHONE, CAMERAS OR RECORDING DEVICES

POLICY 1.14

Aims:

It is the policy of St. Gregory's Child Care Trust that Ofsted standards on the use of mobile phones and videoing equipment are followed on the Trust's premises.

Actions:

In order to achieve this

The Trustees will:

Ensure that this policy is understood and practised by all connected with the Trust. They will annually review and, if necessary, revise the policy.

The Management committee will:

Ensure that any photographs or recordings taken of the children within the Trust are only taken with prior written permission from each child's parent. This is obtained when each child is first registered. Parents are asked not to take photographs or video recordings at the summer and Christmas Productions, sports day and liturgies.

The Staff will:

Leave all personal mobile and recording devices in the lockable drawers provided in the office. These can only be removed when leaving the premises. Staff can receive phone calls on the office number in an emergency.

Ensure that the parents do not use any recording device or camera (including those on mobile phones) on the Trust premises.