



## PRE-SCHOOL

Seacourt Road, Thamesmead, London, SE2 9XB

Email: [toddleswood@outlook.com](mailto:toddleswood@outlook.com)

Website: [www.toddleswood.co.uk](http://www.toddleswood.co.uk)

Telephone: 020 8320 1900 or 07572344567

# **PHOTOGRAPH PREVENTION POLICY**

Use of mobile phones, cameras or electronic devices other than company issued will not be permitted during Toddles sessions.

Any visitors whether they be parents/carers or outside professionals must not take any mobile phones or recording electrical devices into the classrooms. All electronic devices will be stored safely in Toddles lockers. Please ask a member of staff to lock your phone away securely. Alternatively ask a member of the Senior Management Team to store it in the office. Any devices stored safely away will be recorded when you are asked to sign in.

Parents are not permitted to take pictures of their or any other child while in the setting this includes within the garden. If a parent is seen taking any pictures they will be kindly asked to stop and delete any pictures taken.

Staff are reminded that use of a personal mobile phones, cameras or electronic devices other than those belonging to the company will lead to disciplinary action being taken.

Staff will be provided with a safe place to store their personal phones during working hours. No responsibilities will be taken for any phone or electrical device that is lost or damaged while stored on company premises.

Any photos/videos taken by staff members of children on company electrical devices will only be used for setting purposes and prior consent will be sought for use of children's photographs/videos in the setting or on our website, Social Media pages and Class Dojo. Children's names will not be published.