



1.10 Empty Pocket Policy

Policy statement

Mother Goose Pre-school recognises the need to ensure the welfare and safety of all children.

In order to safeguard children in our care we do not permit the use of any recording medium or device, it is a requirement for, visitors and volunteers on arrival at the Pre-school to hand any of the following electronic devices/mediums in to be stored in the kitchen –

- Mobile phones
- Cameras
- Game consoles
- Ipads/tablets
- Laptops, with camera facility
- USB sticks
- Smart watches

In the case of an emergency, staff, visitors and volunteers can be contacted on the Pre-school landline

Only managers are authorised to keep mobile phones to hand as mode of contact.

Procedures

- Staff mobile phones are not to be brought into the main hall and must be left in staff locker or in a bag in the kitchen.
- Staff are not permitted to wear smart watches.
- Manager's phones are not to be used to take any photographs of staff or children within the setting.
- If parents / carers or visitors are seen to be using their mobile phone or any other image capturing devices, staff are to ask them to either go outside for the call or to abandon the call whilst in the building with children present. Mobile phones and image capturing devices should be kept in their bag or pocket at all times.
- If staff are seen to be using their mobile phones or any image/recording capturing devices without permission, whilst they are in session or around the children disciplinary procedures will be taken.
- No unauthorised camera's/video recorders or any other image capturing devices are to be used within the setting unless consent has been given by parents.
- Photographs are stored on the tablets are to be deleted once no longer needed.
- Members of staff must not bring their own cameras, video recorders or any other image capturing devices 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.

- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera use is monitored by the setting manager.

Further guidance

- See online safety policy

This policy was adopted on

10th February 2021

Baseline Version	10 th February 2021		
Reviewed on:	Changes made:	Reviewed by:	Review date:
Feb 23	Minor changes from guidance	Jacqui Ivory Pre-school Manager	February 24
April 24	Minor changes from guidance	Jacqui Ivory Pre-school Manager	April 2025
June 25	Minor Changes	Sera Hagger Pre-school Administrator	June 2026
May 26	No Changes	Sera Hagger Pre-school Administrator	May 2027