

SAFEGUARDING CHILDREN

Use of Mobile Phone and Cameras Policy

Statement of Intent

It is our intention to keep our children safe whilst in our care and so we inform staff, visitors, volunteers and students that they are not permitted to use mobile phones to take or record any images of the children. Staff must use the pre school camera whenever they are taking photographs in the setting. Parents need permission from Stacey Clark or Clair Northwood to use cameras, videos or mobile phones in the setting.

Procedures

- [Under the Data Protection Act, the setting must seek parental consent to take photographs and use video recorders. The parent/carer of each child is required to complete a consent form which gives the reasons and specific purposes for photographs and images being taken.
- [The pre school has a designated camera which can be used by members of staff in the setting.
- [The photographs within each Learning Diary is to relate to an individual child, therefore it is to be treated as personal data.
- [Images are to be stored in line with the Data Protection Act 1988
- [All images will be stored and disposed of securely to prevent unauthorised access, ensure confidentiality and protect identity.
- [Cameras and laptops will be locked in the cupboard at the end of each session.
- [Classroom computers will be password protected.
- [Photographs will be stored until the images are no longer required or paper copies will be shredded.
- [The pre school's camera will not leave the setting. In the case of an outing or activity away from the setting, risks must be minimised e.g. all photos to be deleted before leaving.
- [Photographs are printed in the setting by the staff and images are removed from the camera's memory.
- [Encrypted memory sticks are used. Again any images are deleted when no longer being used.
- [All images will remain on site at all times, unless prior consent has been given by Stacey Clark or Clair Northwood, this includes images for Learning Diaries which must be signed out with all relevant details recorded e.g. who, what, why and when.

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- [Parents sign a consent form to agree to have their child's photograph taken for their Learning Diary. There is also an option to have photographs included on our website.
- [Photographs often contain other children in the background. If this parent/carer has not signed a consent form this image will not be included.
- [Events such as Fundraisers, Christmas performances and Sports Day may be recorded or photographed in full view of all attending. Parents/carers, staff, volunteers and students will be notified of this in advance. At the beginning of every event parents/carers, staff, volunteers and students will be reminded not to include photographs of children other than their own on social media.
- [No images will be taken of children in non public activities like toileting or changing clothes, or show body parts not usually visible in public settings.
- [Use of cameras and mobiles phones is prohibited in the toilets.
- [We will not photograph children where consent is not given.
- [Mobile phones belonging to staff, volunteers, students and others should be left in the kitchen.
- [Personal calls must be directed through the settings phone.
- [Staff must not make personal calls during their working hours. Urgent cases must be arranged with Stacey Clark or Clair Northwood.
- [The settings mobile phone is stored in the cupboard in the classroom and has no camera facility.
- [Visitors and parents should only use their phone outside of the building, unless they have received permission from Stacey Clark or Clair Northwood.
- [Staff will be vigilant when children are in outside area to prevent unauthorised persons taking photographs or recording images.

Signed:-----

Date:-----

Review Date:-----