

## SECTION 1

### General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

## Safeguarding Children

### 1.10B Use of Mobile Phones and Digital Photography Policy

#### Policy statement

Children have their photographs taken to provide evidence of their achievements for developmental records (The Early Years Foundation Stage, EYFS) Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of preschool children for their own records during session times.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and wellbeing	2.2 Parents as partners	3.3 The learning environment	

#### Procedures Photographs

Under the Data Protection Act 1998, the pre-school seeks parental consent to take photographs and use video recorders.

- Photographs will be stored on the preschool computer, which is password protected, images are kept on the computer for the school year and are then securely archived or deleted.
- The pre schools digital camera/s or memory cards must not leave the pre-school setting.
- Photographs are downloaded from the camera on a weekly basis and images are then removed from the cameras memory.
- Photos are printed in the setting by staff to go in journals or on corridor display. Photographs may be taken during indoor and outdoor play and displayed in collages in the corridor or in a child's development records for children and parent/carers to look through.

- Often photographs may contain other children in the background.
- Events such as, Sports day, Outings, Christmas and Fundraising Events may be recorded by video and photographs by staff and parent/carers but always in full view of all attending.
- During events where parents are in attendance they are asked to restrict photographs to their own children where possible and are advised that any photographs taken on the premises are for family use only and may not be added to internet or social networking sites.
- On occasion we might like to use photographs of the children taking part in an activity to advertise/promote our pre-school via our Web site etc; however in this instance specific parental permission for these events would be required.
- All cameras in the building including those on staff mobile phones can be subject to scrutiny at any time by members of the management team.
- Any staff member, volunteer or student found to be none compliant with this policy could face disciplinary action.

### **Procedures Mobile Phones**

Many mobile phones have inbuilt cameras so staff mobile phones should be turned off, must be not carried around in staff pockets and should be left with personal belongings in staff lockers during session times.

- Visitors may only use their phones in the foyer or outside the building.
- Cameras and mobile phones are prohibited in the toilet or nappy changing areas.
- In cases of a personal emergency all personal calls should be directed through the preschool office landline: 01442 234617
- Staff are asked not to make personal calls during their working hours. However, in urgent cases, a call may be made or accepted if deemed necessary and by arrangement with the manger.
- Pre-schools mobile phone is carried by the Manager and the Deputy carries her own phone when in responsible position otherwise it is left in the office.
- When on outings the preschools own mobile phone will be used, staff may be additionally be asked to carry their personal mobile phones, which is fully charged and switched on for the duration of the trip.

### **Legal framework**

- Data Protection Act 1998

- Human Rights Act 1998

### Further guidance

- Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)

This policy was adopted by

Young Discoverers

On

10<sup>th</sup> July 2012 (date)

Signed

Name of signatory

Mrs Karen Keene

Role of signatory

Manager