

Use of mobile phones and cameras image policy

Policy statement

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones and cameras in the setting.

Procedures

Personal mobile phones

- Tiddlywinks preschool respects that members of staff may bring their phones to work, for use in receiving emergency phone calls. All employees must ensure that their mobile phones are left with their personal belongings in the kitchen for the duration of the session and must not be carried about their person during working hour, mobile phones must not be used whilst the session is in progress unless agreed in advance with the manager.
- Under no circumstances should photos be taken on mobile phones by either staff or visitor.
- In the event of an emergency, personal mobile phones may be used in privacy, where there are no children present, with permission from the manager.
- Our staff and volunteers ensure that the work telephone number is known to immediate family and other people who need to contact them in an emergency.
- When on an outing or walk the senior member of staff will take their own mobile phone as well as the tiddlywinks phone which has no camera for back up.
- If our members of staff or volunteers take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.
- Our staff and volunteers will not use their personal mobile phones for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. We make an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised to use their mobile phone outside where there are no children present.
- Any staff using phones to take photos will have it removed from their person until the photos are removed.
- The police will be informed immediately if inappropriate use of mobile phone is suspected.

Cameras and videos

- Our staff and volunteers must not bring their own cameras or video recorders 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 whilst children are present.

- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by our manager monitor camera and video use in the setting.
- Parents are allowed to take photos of their own children at pre-school special events, parents are however asked to be mindful that some parents do not want photos taken of their child so care must be taken they aren't in the background permission will first be gained from all parents for their children to be included.
- Photographs and recordings of children are only taken of children if parents provide written permission to do so (found on the individual child's Registration Form).
- Under no circumstances must cameras of any kind be taken into the toilet without prior consultation with our safeguarding officer, if photographs need to be taken in the toilet area i.e (photographs of children washing their hands) then the safeguarding officer must be told and staff supervised whilst carrying out this kind of activity.
- At all times the camera must be placed in a prominent place where it can be seen.

Children photographing each other

Statement of intent

Children may on occasion be given the opportunity to photograph each other and their surroundings. This practice may occur during off-site activities and for most children it will be normal practice to take photographs to record a trip or event. Children also have access to cameras within the setting environment to support their learning and development needs. These activities will be encouraged in a safe and enabling environment.

The Designated Persons for Safeguarding, is responsible for ensuring the safe storage of all images, in accordance with the Camera and Image Policy.

Procedures

Staff are required to discuss and agree some age appropriate acceptable use rules with children regarding the appropriate use of cameras.

Never the less there may be occasions where children will take inappropriate images, including photographs which may show friends and other children in a state of undress. This practice will be discouraged, and parents will also be advised to monitor their child's use of cameras within the home and social environment.

Use of a professional photographer

Statement of intent

Tiddlywinks Pre-School will ensure that any professional photographer who is to be engaged to record any events will be prepared to work according to the terms of this policy document and the following guidelines:

In the context of data protection legislation, the photographer will be considered a 'data processor' and any agreement with them will be in accordance with the Data Protection Act 1998.

Photographers will only be used where they will guarantee to act appropriately to prevent unauthorized or unlawful processing of images; and will insure against accidental loss or destruction of, or damage to, personal data.

Procedures

Images are only to be used for a specified purpose and will not be used in any other context.

Images will not be disclosed to any third party unless it is to be a specific requirement to do so in order to fulfill the requirements of the agreement. Such use will also be subject to parental permission.

Only reputable photography agencies and/or professional photographers will be used. Evidence of such authenticity will be required.

Details of any checks regarding suitability, which are to include evidence of Criminal Record Bureau checks, will be requested. Photographic identity will be checked on arrival. Should there be any concerns in respect of the authenticity of any photographer, entry will be refused. Such concerns will be reported as is to be deemed appropriate.

Photographers are to be treated as any other visitor. As such, appropriate levels of supervision will be in place at all times. This will ensure that no unsupervised access to children will be given.

All staff shall adhere to the above, breach of this policy may result in disciplinary action.

This policy was adopted by

Tiddlywinks pre school

On

10/03/2014

Date to be reviewed

09/03/2015

Signed on behalf of the provider

Name of signatory

Mrs Nicola Merry-Taylor

Role of signatory

owner

