



USE OF MOBILE PHONES AND ALL DIGITAL PHOTOGRAPHY POLICY

Policy Statement (Camera refers to all devices capable of taking digital images)

Children have their photographs taken to provide evidence of their achievements for developmental records and displays. Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of children for their own records.

Parents and visitors are expected to adhere to all relevant parts of this policy and photographing/filming other people's children without specific parental permission is strictly forbidden. ***Likewise, mobile phones must not be used in the lobby or around any children.***

Procedures:

- Under the Data Protection Act 1998, we must seek parental consent to take photographs and use video recorders. Photographs will be stored on the setting's computer, which is password protected. Most images will be deleted as soon as they have been printed.
- All photographs will either be given to the parent/carer, shredded or deleted once a child has left the setting.
- The digital camera or memory card must not leave the setting without management's permission and may only be used to photograph images for specific projects and outdoor child observations. Photographs are printed in the setting by key members of the team and images are then removed from the camera's memory.
- Photographs may occasionally contain other children in the background. A parental permission form will be given to parents when they join the setting.
- Occasionally, we may wish to use photographs of the children taking part in an activity to advertise/promote our setting via leaflets, our website etc. We have included this request on our basic permission form.
- As most mobile phones have inbuilt cameras, staff mobile phones should be kept off the nursery floor and not used during opening hours in the presence of the children.
- Cameras and phone are strictly prohibited in the toilet or nappy changing areas
- In case of a personal emergency, all personal calls should be directed through the setting's main telephone line or the setting's mobile phone, if applicable.
- Staff are not to make personal calls during their working hours except in urgent cases, a call may be made or accepted if deemed necessary and by arrangement with the person in charge.