

Use of Mobile Phones and Cameras

Policy Statement

Staff, visitors, volunteers and students are not permitted to use mobile phones to take or record any images of the children. Staff must only use the designated camera(s) whenever they are taking photographs in the setting. Parents are not allowed to use cameras, videos or mobile phones for photographs, images or recording in the setting

Procedures

- Under the Data Protection Act (primary) and the Equalities Act 2010 (secondary), 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 (for example; 1. Consent for use of photos/video recorders for display, 2. consent for use for Publicity and 3. consent for use for Settings website.)
- The setting has a designated camera/iphone and ipad which are the responsibility of the designated safeguarding practitioner.
- Images are to be stored in line with the Data Protection Act 1998
- All images will be stored and disposed of securely. The aim will be to prevent unauthorised access, ensure confidentiality and protect identity.
- The following aspects of security are to be managed accordingly:
 1. Physical security – effective measures will be put in place to ensure physical security and to protect against theft, including that of laptops, computers, cameras, and any personal data, including photographic images.
 2. Computer security – effective measures are to be implemented to ensure computer security. Awareness will be raised in respect of technological advancements which could put online systems at risks.
- Security procedures are to be proportionate to the potential risks involved and must be subject to constant monitoring and review
- Photographs will be stored on the settings computer/laptop/ipad, which are password protected, until the images are no longer required or the setting ceases to operate, should this occur then all photographs will be shredded or deleted from the computer.
- The settings digital camera/s or memory cards will only leave the setting to allow for image transfer and this is agreed with the designated safeguarding office. In the case of an outing or other activity away from the setting, risks must be minimised, e.g. download all photos before removing camera/s or memory cards and other portable devices from the setting.
- iPal and email are used to send images to parents. These are GDPR compliant and encrypted.
- Photos are printed in the setting by staff and images are then removed from the cameras memory.
- Encrypted memory sticks must be used. The designated practitioner is to ensure all photographs are permanently wiped from memory sticks/cards, computer hard disc and portable devices or other relevant devices once the images are no longer of use.

- Before permission is given to take images off site a risk assessment will be carried out to look at transportation and storage outside of the setting to prevent families and friends and others accessing any personal data brought home from work by the employee.
- Children have their photographs taken to provide evidence of their achievements for display. Photographs may be taken during indoor and outdoor play and displayed in the setting or to show parents.
- Often photographs may contain other children in the background. If a parent/carer has not completed a consent form for the relevant usage we will not use an image where that child appears 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. 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 which captures them in what are commonly understood as non public activities like toileting or changing clothes, or which show body parts not usually visible in public settings.
- Use of cameras and mobile phones is prohibited in the toilet/changing area.
- If photographs of the children taking part in an activity are used to advertise/promote our setting via our Web site, in the local press etc; we do not show children who are in breach of rules or are behaving in a reckless or dangerous fashion.
- A breach of this policy could result in disciplinary action and staff allegations procedure will be followed.
- We will do our up most to protect children's identity: We will not photograph children where consent is not given.
- Mobile phones belonging to staff, volunteers, students and others should be left in the designated secure area which is situated in the staff only cabinet in The Den.
- Staff must not 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 Leader/Manager.
- Visitors and parents should only use their phones outside the building unless they have received permission from the designated safeguarding practitioner
- Staff will be vigilant when children are in the outside area to prevent unauthorised persons taking photographs or recording images.

This policy was adopted by: The Den	
Date: 01.09.20	Signed: AGriffin

