



MOBILE PHONES, CAMERA, SMART WATCHES AND OTHER ELECTRICAL DEVICES AND PHOTOGRAPHY POLICY

Policy statement

Within the setting children have their photographs taken to provide parents/carers with evidence of their achievements, to support the path of communication between child and parent, allowing them to talk about their day at preschool and for developmental records (The Early Years Foundation Stage). Only the i-Pads are to be used. Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of pre-school children for their own records during session times.

Procedures

- All mobile phones will be stored in a cupboard in the kitchen.
- Under the Data Protection Act (2018), the pre-school must seek parental consent to take photographs and use video recorders.
- The pre-school's iPads are always kept on the premises, and photos are deleted once put onto Tapestry. Photos may be used (with permission) on facebook, the website, promotional leaflets or learning journal.
- Often photographs may contain other children in the background.
- Members of staff will not use their personal mobile phones for taking photographs of children on outings.
- Events such as, sports day, outings, Christmas and fundraising events may be recorded by video and photographed by staff and parent/carers but always in full view of all attending and all present will be reminded that such photos are solely for their personal records and not to be posted on social media.
- Staff are routinely videoed for internal training and staff appraisal purposes, this may naturally include some children but will only be viewed, reviewed by staff and then deleted.
- Videos and photographs of children may be posted on Rainbow's End Pre-School Facebook page with parents' consent.
- On occasions, we might like to use photographs of the children taking part in an activity to advertise/promote our pre-school; however, in this instance specific parental permission for these events would be required.
- Parents and visitors are requested to not use their mobile phones whilst on the premises. There is an exception where a visiting company or organisation may require contact with their office periodically throughout the day. Visitors will be advised that they can use the office to use their mobile phone, where there are no children present.
- Cameras and mobile phones are prohibited in the toilet or nappy changing areas.
- 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 manager.
- Visiting Professionals, on occasions, it may be necessary, for other professionals to visit the setting to video children who may be under further assessment of their additional needs. Any video will ONLY be used within the professional assessment team for the duration of that assessment and will be destroyed after its completion.
- Parents will have to give their permission before any video can be recorded and reserve the rights to be fully informed of its need and use. In exceptional circumstances video can be recorded by visiting professionals without parental consent: (Please see our Safeguarding Children and Child Protection Policy).

Policy Review

As part of Rainbows End Pre-School monitoring of child protection and safeguarding this policy will be subject to periodic review.

Policy adopted by: Rainbow's End Pre-School
Date: 01.01.2024
Policy Review Date: 31.12.2024 (or sooner if required)