****

**Early Years Foundation Stage**

**Mobile Phone / Camera Policy**

At Belton Pre-school we protect children from harm by ensuring the appropriate management and use of mobile phones by everyone who comes into contact with the setting and safeguard children by promoting appropriate and acceptable use of photographic equipment and resources for storing and printing images.

**Mobile Phone Procedures**

* To minimise any risks, all personal mobiles must not be used where children are present. This applies to shared use of rooms where non setting staff may be present at the start of the session, for example an out of school club using a classroom with teaching staff present.
* Procedures must be put into place that will ensure safe and secure storage of practitioners’ personal belongings including mobile phones. It is recommended that personal mobile phones are security marked, password protected and insured.
* Visitors, including other professionals, contractors and parents/carers must be made aware by signs and verbal reinforcement that they are not to use their mobile phone where children are present.
* Under no circumstances are images, videos or audio recordings to be made without prior explicit written consent by the designated safeguarding person.
* Personal mobiles may be used in designated areas at break times.
* Staff are advised to provide their work place contact number to their family members, own children’s schools/settings for use in the event of an emergency.
* The setting will not be held responsible for any loss or damage of personal mobile phones.

**Work/Setting Mobile**

* The mobile phone needs to be a phone only, not a camera phone, and clearly labelled as a works mobile phone.
* Where the setting has a mobile and it is the only source of communication or for use on

outings, effective security procedures must be in place to guard against misuse.

**Camera and Image Policy**

**Legislative Framework**

* Data Protection Act (1998) in which there is eight principals.
* Freedom of Information Act 2000
* Human Right Act 1998

 **Procedures**

* Consent is required under the Data Protection Act 1998 as images are considered to be

personal data.

* All images are to be stored and disposed of in line with Data Protection Act 1998.
* If images are to be stored for a short period of time they must be password protected on a

computer storage device.

* Security procedures must be monitored and reviewed regularly by the designated

safeguarding officer. The security procedures include protection against theft of equipment

and computer security.

* Consent forms must be signed by parents/carers with parental responsibility when

they register their child with the setting and copies of the consent forms should be

provided for the parents.

* Images must not be used for anything other than the agreed purposes unless additional

consent is obtained.

* Photographs must be appropriately disposed of should they be no longer required. This

could include giving the images to parents, deleting or shredding.

* Where group photographs of children are to be taken, written permission must be obtained from all parents /carers who have the right to refuse.
* The purpose and context for any proposed images should always be considered to decide whether a photograph or video are the most appropriate method of recording the information.
* The purpose of taking any images is to be clearly explained for example marketing of the business, prospectus, website, or local newspaper, use in display and to document children’s learning.
* Each reason is to be clearly explained and agreed with an option for parents/carers to

refuse any or all of the discussed uses and to withdraw consent at any time. Any consent

should be reviewed on a regular basis and at least annually.

* Consent for the use of images applies to adults as well as children.
* A child’s full name should not appear alongside their photographs particularly if the images could be viewed by the general public.

**Use of a Professional Photographer**

* Only a reputable photographer who can provide evidence of authenticity should be used.

Their photographic identity should be checked on arrival.

* They should be viewed as visitors therefore appropriate supervision **should be in place at** all times to ensure no unsupervised access to children. They should be supervised by a

person who is in regulated activity. For further information on this follow the website link on

the back page.

* They should be asked to sign an agreement to ensure that they comply with DataProtection requirements, to agree that images will only be used for the agreed specified purpose and not be disclosed to any third person.

**Parents / Carers**

* The use of any photographic equipment by staff, parents or visitors must be with the consent of the head teacher, manager or person in charge.
* The manager should have the authority to challenge anyone using photographic equipment without prior consent.
* Parents and carers are not covered by Data Protection Act if they take photographs or make a video recording for their own private use. For further information see the website at the back of the document.

**Digital Photo Frames**

* If these are used to display slide shows of children, consent must be obtained from parents and carers.
* Images of children must be purposeful and show them in an appropriate context.
* Careful positioning of photo frames should be considered as they are often displayed in the

most public areas of the childcare setting i.e. reception area.