

Stampers Pre-School (revised 18.2.16)

Safeguarding Children: - Use of Mobile Phones and Digital Photography Policy

Children have their photographs taken to provide evidence of their achievements for developmental records (The Early Years Foundation Stage, EYFS 2012). Staff, visitors, volunteers and students are not permitted to use their own mobile phones or cameras to take or record any images of pre school children for their own records during session times. Reviewed under new statutory requirements EYFS 2012.

- 4.2 Active learning

Procedures

- Under the Data Protection Act 1998, the pre-school must seek parental consent to take photographs and use video recorders. Photographs will be stored on the pre school computer, until the pre-school ceases to operate, should this occur then all photographs will be shredded or deleted from the pre school computer. The computer is password protected and **ONLY** members of the Stampers Staff Team are able to access the computer.

- Parents/carers are requested to sign relevant documentation when their child commences pre-school, giving authorisation for us to photograph their child for assessment, observation and publicity purposes, including use of photos on our online Learning Journal system, Tapestry. Parents/carers also sign to give permission for their child's photo to appear in other childrens' learning journals, and to confirm they will not copy a photo of another child that appears in their child's learning journal.

If we would like to use a photo of a child on our website, we will always ask parental permission first for each photograph. If they prefer not to give us their permission we will respect their wishes.

- All personal mobile phones and phones will be stored in a cupboard in the classroom during session times.

- The pre school's digital camera/s or memory cards must not leave the pre-school setting. Photos are printed in the setting by staff and images are then removed from the cameras memory. Any photos on the preschool tablets are deleted before they are used by staff outside the setting.

- Photographs may be taken during indoor and outdoor play and displayed within the setting or a child's development records for parent/carers to view.

- Often photographs may contain other children in the background. Parents/carers can refuse permission for their child's photo to appear in other children's learning journal - see above.
- 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. A parent/carer can refuse permission for their child to be photographed/videoed.
- On occasion we might like to use photographs of the children taking part in an activity to advertise/promote our pre-school via our Web site etc; parental permission is asked for on the registration document and again on each occasion.
- Cameras and mobile phones are prohibited in the toilet or nappy changing areas.
- In cases of a personal emergency all personal calls should be directed through Stampers landline.
- Colleagues must ensure that the setting has a record of their up to date contact details. The Pre-Schools contact number is given to friends and family to use in an emergency.
- During group outings a staff member will have access to a mobile phone for emergencies only.
- No personal cameras will be bought into the pre-school setting.
- The setting has one camera and four tablets and a Flip video camera. When they are not in use they are stored securely in the store room cupboard.

Failure to adhere to this policy will result in disciplinary action.

This Policy was adopted by the Stampers Pre-school Management Committee.

SignedChair of Stampers Pre-school Management Committee