

Little Frogs Pre-School

Mobile Phones and Cameras Policy

Policy statement

Little Frogs Pre-School accepts that mobile phones are part of everyday life for parents, carers and for staff.

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 need permission from the designated safeguarding practitioner 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 Learning diaries, 2 consent for use for Publicity and 3 consent for use for Settings website.)
- The setting has a designated camera(s) which is the responsibility of the designated safeguarding practitioner. The setting logs the details of the designated camera(s) and its/their usage
- The information contained within each learning diary is to relate to an individual, identifiable child; therefore it is to be treated as personal data.
- 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.

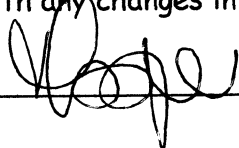
- Security procedures are to be proportionate to the potential risks involved and must be subject to constant monitoring and review
- Photographs will be stored on the settings computer/laptop, which is password protected, or on encrypted memory stick(s), until the images are no longer required or the setting ceases to operate, should this occur then all photographs will be shredded or deleted from the computer or laptop and the encrypted memory stick.
- The settings digital camera/s or memory cards must not leave the setting and will not be removed from the site electronically unless there is a specific reason which has been agreed with the designated safeguarding officer and details logged. 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.
- 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.
- All images, including those held within learning diaries will remain on site at all times, unless prior explicit consent has been given by both the Designated Practitioner for Safeguarding and the parent or carer of any child or young person captured in the photograph. Should permission be given to take images off site, all relevant details are to be recorded, for example: who, what, when and why.
- Before permission is given to take images or learning diaries 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 developmental records. Photographs may be taken during indoor and outdoor play and displayed in albums or a child's development record/learning diary for children and parent/carers to look through.
- Often photographs may contain other children in the background. If a parent/carers 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 or nappy 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 office.
- Personal calls must be directed through the settings phone.
- 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.
- The settings mobile phone is labelled as such and is kept on the desk and has no camera facility or the camera facility has been disabled
- 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.
- Driving: if any practitioner is required to drive in a working capacity, and has responsibility for the work mobile, the phone must be switched off whilst driving. It is strongly recommended that practitioners follow the same procedures regarding their personal mobile phones.

- Under no circumstances should practitioners drive whilst taking a phone call. This also applies to hands-free and wireless connections.

This Policy and the provision's practices will be reviewed periodically and kept up to date in accordance with any changes in legislation.

Policy Approved By:  Date: 23/5/17

(On Behalf of the Management Committee of Little Frogs Pre-School)