



Safeguarding Children and Child Protection Policy **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 use the designated camera(s) whenever they are taking photographs in the Pre-School.

Staff must not bring mobile phones into the main Pre-School school room under any circumstances. Staff must store mobile phones in accordance with the terms of this policy.

Parents need permission from the designated safeguarding practitioner to use cameras, videos or mobile phones for photographs, images or recording in the Pre-School in designated situations such as open days, plays, performances, parties, or special Pre-School events.

In the event that any parent objects to the photographing or videoing of children, the Pre-School Leader/s will refuse permission for all parents/carers to record or photograph children. If there is no objection, parents may proceed to video events and take photographs, however, these must be limited to photographs of their own child/children and should not include images of another child at Pre-School. If permission is granted by Churchill Pre-School for parents to video and take photographs at specific events, parents must be aware that other children may have a background role or appearance within the photograph or video, and as such **these images are NOT to be uploaded to, circulated or displayed upon Facebook, Twitter, or any other web page.** The purpose of granting permission is to enable parents to take images for their own personal collection and as such any circulation of images will be considered a breach of trust and Churchill Pre-School may be required to take further action with regard to the images.

Churchill Preschool has a separate policy in relation to social media and this should be read alongside this policy.

Procedures:

- Under the Data Protection Act (primary) and the Equalities Act 2010 (secondary), Churchill Pre-School 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 Pre-Schools website, 4) consent, which will also be sought specifically, for staff to use photographs for qualification purposes to support professional development to benefit Churchill Pre-School and its children.
- The Pre-School has a designated camera(s) which is the responsibility of the designated safeguarding practitioner. The Pre-School 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 (primarily) and Equalities Act 2010 (secondary)
- All images will be stored and disposed of securely. The data will be stored in such a way 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. The Churchill Pre-School computer will be password protected and only Churchill Pre-School staff members will have access to information stored on the computer.
- 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 Pre-Schools computer/laptop, which is password protected, or on encrypted memory stick(s), until the images are no longer required or the Pre-School 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 Pre-Schools digital camera/s or memory cards must not leave the Pre-School 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 Pre-School Leader/s and details logged. In the case of an outing or other activity away from the Pre-School, risks must be minimised, e.g. download all photos before removing camera/s or memory cards and other portable devices from the Pre-School.
 - Photos are printed in the Pre-School 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 will remain on site at all times, unless prior explicit consent has been given by both the designated safeguarding officer 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 in the learning diaries, for example: who, what, when and why.
 - Learning diaries may be removed from site by key persons for up to 72 hours (unless the diary is removed over a school holiday or weekend and this is agreed with the safeguarding practitioner and manager, in which case the removal will be for the duration of the weekend or holiday) for the specific purpose of planning for and supporting learning and development of individual children at Churchill Pre-School. In such circumstances the learning diary must

be signed out and back into Pre-School in the learning diaries record. Learning diaries may be removed for no longer than 36 hours without the express permission of the Leader/Manager and Designated Safeguarding Officer.

- 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 Pre-School 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/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.**
- 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 Pre-Schools.
- Use of cameras and mobile phones by any person under any circumstances 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 Pre-School via our Website, 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, or children for whom parents have not consented to such information sharing
- A breach of this policy could result in disciplinary action.
- We will do our utmost 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 a locked box situated in the kitchen.**
- Personal calls must be directed through the Pre-School's landline telephone.
- 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/Pre-School Manager.
- The Pre-School's mobile phone is labelled as such and is kept in the secure cupboard 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.

Policy Date: 6th April 2016

Review Date: 1st April 2017