Safeguarding Children: Use of Cameras and Mobile Phones Policy for Number One Pre-school

Last Updated: 6 August 2014

This policy will be reviewed at least every 12 months to ensure it is relevant in serving the interests of children their families/carers and our staff.

This policy will be reviewed on (or before): 5 August 2015
Statement of intent
Number One Pre-school places the safety and well-being of children as paramount. We are aware that technology is changing fast and therefore ensure that the following procedures are in place to enable us to use this technology whilst at the same time safeguarding the children in our care.

Procedures - cameras
- All parents/carers (hereafter referred to as “parents”) are asked to give written permission for still or moving images (hereafter referred to as “images”) to be taken of their child and for those images to be used in specified ways (see Appendix 1).
- Parents may withdraw their permission for images to be taken of their child at any time.
- Images of children for which consent has not been given are not used unless the specific consent of the parent is obtained. If such consent is not obtained the images will be returned to the parent or destroyed.
- Staff will always ask children before taking their photograph, to role model to the children positive behaviour with cameras.
- If a child says “no” or seems uncomfortable we will not take images of them.
- No cameras or the tablet are ever used in the bathroom during pre-school opening hours.
- Images of children are only to be taken when they are in full and suitable dress. In no circumstances are images taken of children in any state of undress.
- The pre-school camera is the main camera used in the setting and the images on it are transferred only to the pre-school laptop or pre-school memory stick.
- The pre-school tablet is also used for taking images in the setting.
- The pre-school camera and tablet are only to be used in the pre-school room, park and garden unless express permission is given by one of the Joint Pre-school Managers and recorded in the camera book.
- Only members of pre-school staff and children attending a pre-school session are to use the pre-school camera or tablet unless permission is given to another individual by one of the Joint Pre-school Managers who must log this in the camera book.
- The images on the pre-school camera and tablet are checked daily by one of the Joint Pre-school Managers and this is logged in the camera book.
- Any member of pre-school staff may check images taken on the pre-school camera or tablet at any time and are expected to check through images taken by other people when using the pre-school camera or tablet.
- Personal cameras may only be used in the setting with permission from one of the Joint Pre-school Managers. This must be logged in the camera book with the name of the member of staff who is using the camera, the date, the time and the Pre-school Manager’s signature.
  - The pre-school memory card must be used and images must be downloaded to the pre-school laptop.
  - If a member of staff uses a personal camera they do so on the condition that they agree to have the images on their camera checked before it leaves the setting.
  - Number One Pre-school accepts no liability for any damage to, or the loss of, staff’s personal possessions if they are brought into the setting.
- Images of children are displayed without identifying details, such as names, unless in the pre-school room or in the children's ‘Learning Journeys’.
We only allow parents to take images at Number One Pre-school events if permission has been given for images to be taken by the parents of every child attending the event.
- Parents are informed that any images taken are for personal use only and we ask that they do not put images of other children on social networking sites in order not to contravene the Data Protection Act.
- Parents must sign the camera book to say that they have taken images and that they agree to abide by the requirements detailed above.

- All members of staff are aware of where the camera book is kept.
- All images taken in the setting are kept in accordance with the Data Protection Act
- When a child’s enrolment at Number One Pre-school ends, we do not keep any images of that child without their parents’ permission.

**Procedures - personal mobile phones**
- **Mobile phones are not permitted in the bathroom.**
  - All visitors, including parents, are asked not to use their mobile phones whilst in the pre-school room.
  - Members of staff must store their mobile phones in the big pre-school cupboard or in the office.
  - If any member of staff fails or forgets to store their mobile phone in either the big pre-school cupboard or in the office they must report this to one of the Joint Pre-school Managers as soon as they realise the fact. In such cases the mobile phone will be checked by at least one of the Joint Pre-school Managers.
- Any mobile phone found in the pre-school will be checked by at least one of the Joint Pre-school Managers.
- Members of staff are prohibited from taking images on their personal phones unless given express permission by one of the Joint Pre-school Managers who must log this in the camera book.
- Members of pre-school staff may use their personal mobile phones to show images to the children but the images must first be check by one of the Joint Pre-school Managers and must be shown to the children in sight of at least one other staff member.
- On occasions when a staff member has to remain on their own with a child in the pre-school while the other staff members and children go to the park, garden or library, the pre-school mobile phone will be left with the member of staff in the pre-school and one of the other staff members will take their personal mobile phone out with them. This must be recorded in the camera book.
- Any member of pre-school staff may check images on a personal mobile phone belonging to any other staff member at any time.

**Procedures - pre-school mobile phone**
- As Number One Pre-school does not have a dedicated landline it uses a mobile phone instead. The pre-school mobile phone does not have access to the internet or a camera.
- The pre-school mobile phone is used to make and receive calls and text messages throughout the setting including the park. The pre-school mobile phone is also taken when the pre-school goes out on walks and trips.
The pre-school mobile phone is only used by members of staff as parents' contact numbers are stored on it.
Contact details for outside agencies are also stored on the pre-school mobile phone.
The pre-school mobile phone is kept in a key cabinet with combination code located in the office.

**Legal framework**
- Data Protection Act (1998)
- Children Act (1989)

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Signed: 

Name: ____________________________ (Joint Pre-school Manager)

Date: ____________________________

Signed: 

Name: ____________________________ (Joint Pre-school Manager)

Date: ____________________________

**Version History**

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<thead>
<tr>
<th>Date written:</th>
<th>#:</th>
<th>Written/updated by:</th>
<th>Comment(s):</th>
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<tbody>
<tr>
<td>August 2014</td>
<td>v1</td>
<td>M Kerwin &amp; J Bone</td>
<td>New policy to be implemented by pre-school staff</td>
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</tbody>
</table>
Appendix 1
Number One Pre-school Parental Consent for Images – Conditions of Use

- This form is valid for the period of time your child attends Number One Pre-school. The consent will automatically expire after this time. We will not re-use any photographs or recordings after your child leaves the setting without additional consent.
- We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image, on video/DVD, on our website, in our prospectus or in any of our other printed publications.
- We will not include personal addresses, e-mails, telephone numbers or fax numbers on video/DVD, on our website, in our prospectus or in any of our other printed publications.
- If we use photographs of individual children then we will not use the name of that child in the accompanying text or photo caption. If we name a child in any text then we will not use a photograph to accompany the article. The only exception to this will be photographs displayed inside the pre-school room.
- We may include pictures of children and staff that have been drawn by the children.
- We may use group photographs or footage with general labels, such as “making Christmas decorations”.
- We will only use the images of children who are suitably dressed.
- We will ask the children’s permission when taking photos.
- We will discuss the use of images with children in an age appropriate way to role model positive behaviour.
- This consent can be withdrawn by a parent/carer at any time by informing Number One Pre-school in writing.

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<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>May Number One Pre-school staff take still or moving images of your child?</td>
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<td>May children attending the pre-school take still or moving images of your child?</td>
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<td>May we use your child’s photograph/image in displays around Number One Pre-school?</td>
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<td>May we use your child’s photograph/image in displays around Number One Community Centre?</td>
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<td>May we record your child’s image or use videos for assessments, monitoring or other educational uses within Number One Pre-school? (These images or recordings will be used internally only.)</td>
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<td>May we use your child’s photograph/image in our prospectus and/or other printed publications that we produce for educational and promotional purposes?</td>
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<td>Are you happy for your child to appear in the media e.g. if a newspaper photographer or television film crew attend an event organised by Number One Pre-school?</td>
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<td>May we use still or moving images of your child in their online Learning Journal?</td>
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<td>May we use still or moving images of your child in other children’s online Learning Journals, e.g. as part of a group photograph?</td>
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Please circle:

I have read and understood the conditions of use and I am aware of the following:
- websites can be viewed throughout the world and not just in the United Kingdom where UK law applies;
- the press are exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media;
- I will discuss the use of images with my child to obtain their views, if appropriate;
- as the child’s parent/carer, I agree that if I take photographs or video recordings of my child whilst onsite at Number One Pre-school or attending a Number One Pre-school organised event which include other children, I will only use these photographs and/or recordings for personal use.

Child’s name: _____________________________________________________________

Signed (parent/carer):____________________________________________________ Date: __________________________

PRINT NAME: ___________________________________________________________