



Panda Playgroup, Sticky Mitts and Tiny Tots

WI Hall, Station Road, Copmanthorpe, YO23 3SX

Member of the Pre-School Learning Alliance

Registered charity number 1035584

Ofsted number 321619

Safeguarding children

Use of mobile phones, cameras and recording equipment

Policy statement

At Panda Playgroup we use mobile phones, cameras and other recording equipment responsibly in order to safeguard children.

Procedures

Use of Mobile Phones

- The Panda Playgroup mobile phone must be on at all times during the sessions and kept with the leader or deputy to allow parents to contact the playgroup. This phone must not contain a camera.
- Staff and parent helpers' phones must be kept in the kitchen in a locked container if they contain a camera.
- In special circumstances, where staff or parent helpers need to be contactable urgently, they may be kept in pockets by arrangement with the Playgroup leader but must be taken to the kitchen area to be answered.
- Personal phone calls must be made outside session times unless urgent.
- Personal phones calls or phone calls on phones containing a camera must be made or answered in the kitchen area or other area away from children. Staff members should ensure that there is sufficient supervision of the children in all areas before making or receiving a call.
- Parents/ carers dropping off or picking up children are asked to answer and make phone calls in the kitchen area or outside away from children.
- Where staff phones containing a camera are needed for setting business during the session e.g. to phone parents, calls must be made in the kitchen.
- Mobile phones with cameras must never be used in or taken into the toilet areas at any time.



www.pandaplaygroup.co.uk

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Use of Cameras and other Recording Equipment

- Parental permission must be obtained for photos before taking.
- Photos must only be taken on the setting cameras during sessions.
- If staff or committee cameras are used, the photos must be transferred immediately and deleted from the camera by the setting leader or deputy before the camera is used for home use.
- Photos must only be stored on the setting laptop or, where necessary (e.g. for printing or publicity work), in a specific folder in a staff or committee computer which is used for Panda business. Staff and committee members must ensure that this folder is only accessed by the staff or committee member. These computers must be stored in a secure building where there is no public access. A log should be kept by the setting leader of where these photos are stored.
- Photos of children must never be downloaded to Facebook or any other social networking site. Photos of children must only be downloaded for the purpose of external printing or onto the Panda website.
- Where photos are downloaded for printing this must be done by the Playgroup leader through a secure reputable site, where no-one else has access. They must then be deleted within 2 weeks by the Playgroup leader.
- Where photos are downloaded for the website specific parental permission must be obtained first. In either case names must not be used, either in the file name or tagging the photo.
- Photos must never be taken of children using mobile phones during Playgroup sessions, by staff or parents. This includes trips and parties organised by the setting.
- Parents may take photos of their own children on trips or at Playgroup parties on a camera but not a mobile phone, providing there is permission for all the children included in the picture.
- Parents may also take photos using any media at family events such as the nativity or the carnival. However these photos should not be downloaded to social networking sites such as Facebook.
- Permission should be obtained from all parents before video recording playgroup activities e.g. Nativity.
- Cameras and other recording equipment must only be used in activity and play areas and should not include any images showing personal care, such as potty use or nappy changing in any part of the image. Children must be fully dressed in all images.



This policy was adopted at a meeting of Panda Playgroup held on:
Date to be reviewed:

Signed on behalf of the management committee:
Name and role of signatory:

Signed on behalf of the staff team:
Name and role of signatory:

