

## Mobile Phone, Photography and Camera Policy

### Aims

- To be clear on the responsibilities of management and staff when using mobile phones and cameras within the setting.
- To safeguard children's welfare in relation to the above areas and minimize the risk of harm.
- To fulfil legal duties in relation to personal data and other areas, e.g.: The Data Protection Act 2018 and the General Data Protection Regulation (GDPR)

### Procedures

#### Overview

Any device in the setting which is internet compatible must have appropriate filters, controls and monitoring to protect children from potentially harmful online material.

#### 1. Mobile Phone Usage

**Note:** (For the purpose of this policy, mobile phone usage also includes the use of other technological personal devices, including smartwatches and any other personal device with camera, video and recording technology)

All mobile phone use must be appropriate and must not detract from the quality of the supervision and care of children. The following guidelines must be followed:

- Practitioners, volunteers and students etc will not have their private mobile phone or technological device (see note) on their person during work hours.
- Mobile phones will be stored in a secure area away from where the children are accommodated.
- Practitioners may use their mobile phones during their designated breaks and in an area away from the children. They will be held

responsible for the content and security of their own phones, e.g. access to web pages. If this is deemed to be a safeguarding issue, this will be dealt with in line with the Child Protection and Disciplinary Policy.

- The setting's contact number will be given as an emergency number in case practitioners need to be contacted.
- The setting mobile phone will only be used for business and emergency purposes, as a point of contact and to photograph children. It will be pin or password protected.
- Practitioners are not to use any personal mobile phone cameras to photograph the children.
- Visitors and parents will be asked to switch off their mobile phones or not to use them while on the premises. If they need to use their mobile phone they will be asked to do so away from the children.
- Practitioners must never exchange mobile phone numbers with children in the setting.

### **Mobile Phones on Outings**

Offsite on outings, mobile phones may be very useful. Where children's information is stored on a personal mobile for an outing, this needs to be deleted after the outing is over. A senior member of staff will witness this and record that it has been done. Alternatively, paper information may be taken. Other technological personal devices are not permitted.

### **Children's Mobile Phones/Devices**

- While they are at the setting, children will be required to leave their mobile phones/devices in their bag.
- Parents/carers will be informed that children's phones/devices are not covered by the setting's insurance policy
- Practitioners will signpost parents to information on how to set up, filter and control their child's device to reduce the risk of them accessing harmful online material.

## Digital Images

- Written permission from parents/carers will be obtained and documented before any images of children are recorded. This may mean that separate permissions are needed for:
  - a. Evidence of EYFS tracking or play quality in the setting.
  - b. Use of images on setting website or other publicity.
- Parents will be made fully aware of how any images of their children may be used and they have the right to decide if they wish their children to be photographed or not. Parents must also be able to have a say in how these photos will be used.
- Digital images will be stored in a separate file on the computer (or Cloud), which is accessed by setting practitioners only. These images will be stored in accordance with data protection laws e.g.: password protected files, cameras and memory sticks locked away.
- While using digital images, practitioners will be aware of the risks associated with the taking, using, sharing, publishing and distribution of images.
- Setting practitioners will only use the setting equipment: personal equipment will NOT be used to record images of the children.
- Staff will be vigilant when taking digital/video images of the children to ensure that they are appropriately dressed.
- Staff will be aware of any child/ren who are at risk or under a supervision order, so their images are not used.
- Children's full names/names will not be used anywhere on the settings website or literature
- Individual parent's wishes will be considered.
- After a displayed photograph is taken down, it will be either stored in the child's file, deleted, returned to the family or shredded.

## Responsibilities

Practitioners/volunteers should:

- Report any concerns about any inappropriate or intrusive photographs found or any activity that raises concerns.

- Be aware that failure to comply with policies and procedures may result in disciplinary action being taken.
- Be aware that not following club guidance is potentially a child protection issue which may affect their suitability to work with children.

## **Helping Children Keep Safe Online/Smart Phones**

Practitioners have a responsibility to help children stay safe online both in and outside of the setting. They will support children to:

- Develop their understanding of the online risks they may face.
- Understand how to prevent or reduce risks.
- Identify how and where to get help and support.

The setting will develop an online safety strategy for children and their parents and carers.

See also the setting's E-Safety Policy.

### **Further Information**

South West Child Protection Procedures – provide detailed online information on all aspects of child protection – [www.swcpp.org.uk](http://www.swcpp.org.uk)

Data Protection <https://ico.org.uk/>

Internet Matters – Helping parents keep their children safe online  
[www.internetmatters.org](http://www.internetmatters.org)