Use of Mobile Phones and Digital Photography Policy

Children have their photographs taken to provide evidence of their achievements for developmental records. Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of pre-school children for their own records during session times.

**Procedures**

* Under the Data Protection Act 1998, the pre-school must seek parental consent to take photographs and use video recorders.
* The pre-school’s digital camera and memory cards are kept on the premises. All photos are produced by 'Photobox' by a member of staff. Once photos have been developed the image is then wiped from the camera’s memory card. The photos are used to demonstrate development and are kept in the individual child’s profile.
* Photographs may be taken during indoor and outdoor play and displayed on display boards or a child’s development records for children and parent/carers to look at.
* Often photographs may contain other children 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.
* On occasion we might like to use photographs of the children taking part in an activity to advertise/promote our pre-school via our Web site etc; however in this instance specific parental permission for these events would be required.
* Many mobile phones have inbuilt cameras so staff mobile phones should not be carried around in staff pockets and should be left in staff bags. Visitors may only use their phones outside of the building. No photographs may be taken by parents of any child that isn’t their own and any photos taken should be done so under the supervision of the staff.

**Cameras and mobile phones are prohibited in the toilet or nappy changing areas.**

* Staff are asked not to 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 daily Supervisor.
* Tablets are used so staff can use tapestry our online learning platform.