



Camera, mobile phone and recording device policy

Policy statement

Our setting operates a camera, mobile phone and recording device policy to protect children, protect staff from allegations and to maintain high standards of care within the pre-school.

Procedures

Staff, students and volunteers are not permitted to carry mobile phones around the setting when children are present and all adults will be asked to leave their phones in the cupboard with coats and bags during their time at the setting.

This will not apply to visiting prospective parents or other visitors as long as they are accompanied by a staff member at all times. However we request they do not use them whilst in the setting.

Staff should not use their mobile phones during session time, However, they may make or receive emergency calls with prior permission from the Manager. These calls should be made or received in the kitchen or hallway after ensuring that appropriate staff-child ratios are still in place.

Staff members, students and volunteers may access their personal devices whilst off-duty and not in the setting, for example, during lunch breaks.

We recognise that staff escorting children on an outing need to have access to a mobile phone to maintain contact with the setting. The use of this should never distract from the supervision of the children and should not be used for taking photographs.

Any staff member who does not comply with the mobile phone policy will be dealt with in line with the pre-school grievance and disciplinary procedures.

Children will only be photographed or recorded by the use of a camera or recording device that belongs to the pre-school. However, staff members may, on occasion, use their own camera with permission from the Manager; all photographs thus taken will be downloaded at the end of the session onto the pre-school computer and deleted from the staff member's camera memory card.

Photographs will only be taken of children during normal pre-school activities. Cameras will never be taken into the toilets/changing areas. A child will never be photographed when their clothes or nappy are being changed.

Children will only be photographed or recorded if parental consent has been obtained.

Only members of The Ark Pre-School staff who have an Enhanced CRB disclosure are permitted to take photographs within the pre-school. Parent helpers, volunteers and other visitors are not permitted to take photographs during pre-school sessions unless instructed to do so by the Manager. However, at public pre-school events e.g. the Christmas Nativity, parents/carers, family members and press photographers may take photographs of the public activity. If parents/carers do not wish their child to be included in such photographs, it is their responsibility to inform the Manager of this.

Photographs may be printed and included in a child's profile, displayed within the pre-school, used in parents' newsletters, on The Ark Facebook page and/or on the pre-school website. Photographs will normally be stored on the pre-school computer. Permission for storing elsewhere will be given and noted by the Manager. All computers will be password protected and can be inspected anytime, without notice, by the Manager and another witness. Any photographs not required will be deleted.

No staff member is allowed to upload photographs taken of the children during sessions on any social networking site at any time. The Manager may do so only on the dedicated The Ark Pre-school Facebook page with prior parental consent.

Parents/carers will be made aware of this policy, and permission given on the Registration Form. If a parent/carer does not give permission for their child to be photographed, all staff will be informed so that all reasonable steps can be taken to ensure that the child is not included in any photographs at The Ark Pre-School.

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance

Further Guidance

- Working Together to Safeguard Children (revised HMG 2010)
- What to do if you are Worried a Child is Being Abused (HMG 2006)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Guidance for Practitioners and Managers (HMG 2008)
- Independent Safeguarding Authority: www.isa.gov.org.uk