

Mobile Phones and Digital Photography Policy

We have a written policy for the acceptable use of mobile phones, cameras and other digital media in our setting.

Aim

To protect the children that attend our Playgroup from abuse and misuse of their images. Further guidance is in our *ICT and Data Policy, Acceptable Use Policy, Safeguarding and Confidentiality policy*

- The only mobile phone to be used is the work mobile and this must only be used with the permission of the manager. The work mobile will be open to scrutiny at all times
- The work mobile will only be used in designated areas for example not in toilets, changing areas or sleeping areas.
- Staff mobiles and other digital media will be kept in a designated area and will not be carried on a person when children are present. Staff may use appliances in a designated area at designated times eg a staff room during staff breaks or before and after sessions, when children are not present.
- Visitors, parents, contractors etc. are made aware that phones and other digital media are not to be used in designated areas and that no photographs, videos or audio recordings are permitted in the setting.
- Staff will take photographs of children using the work photographic equipment; no personal equipment will be used. The work photographic equipment will be open to scrutiny at all times.
- Any staff, student or parent/volunteer using a phone to take photos will have it removed from their person until the photographs have been removed.
- Any staff member, student or parent/volunteer found to be non-compliant with this policy will face disciplinary action
- Staff have signed a Data Protection and Confidentiality Agreement (this is in the Jellytots Staff Handbook).
- Staff should only use the playgroup cameras to take photos and these must only be downloaded onto staff USB sticks and not be downloaded onto any personal computers, with the exception of the Manager and playgroup laptop. These are password protected and covered by GDPR (General Data Protection Regulations 2018)
- Photographs will not be taken in sensitive areas such as toilets or nappy changing areas.
- Written permission will be obtained from parents/carers for appropriate use of photographs/digital images to record children's progress.
- No electric copies of photographs should be passed to outside agencies unless authority has been given in the children's enrolment forms or separate permission letters from the individual children's parents that are involved.
- When on outings the playgroups own mobile telephone will be used and the Managers/Supervisors
- Children's images should only be taken off site securely with the prior permission of the manager in line with the settings policy.
- Suspected on-line safety misuse or abuse will be reported immediately to the **DSL or Deputy** and appropriate action will be taken (responding to on-line safety incident flow chart will be used).

Policy Re-adopted 9th October 2024 – R Cockbill Chairperson