

**SAFEGUARDING CHILDREN**  
**USE OF MOBILE PHONES & DIGITAL PHOTOGRAPHY POLICY**  
**STATEMENT**

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

**Procedures**

Under the Data Protection Act 1998, they must seek parental consent to take photographs and use video recorders. Photographs will be stored on the setting's computer, which is password protected.

The photographs will be shredded or deleted once a child has left the setting

The digital camera or memory card must not leave the setting. Photos are printed in the setting by key members of the team and images are then removed from the camera's memory.

Photographs may occasionally contain other children in the background. Parental permission forms will be given to parents when they join the setting.

Occasionally we may wish to use photos of the children taking part in an activity to advertise/promote our setting via leaflets, our website etc. However, should this be requested, specific parental permission from parents will be required.

Most mobile phones have inbuilt cameras. Staff mobile phones should be turned off and must not be carried around by members of staff. They should be left with personal belongings in lockers or staff bags. Visitors may only use their phones outside the building.

Cameras and phones are strictly prohibited in the toilet or nappy changing areas

In case of a personal emergency, all personal calls should be directed through the setting's main telephone line or the setting's mobile phone, if applicable.

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 person in charge.

The setting's mobile should be kept at a central point and must not have a camera facility, if applicable.

File: Camera phone / 06/16

