



Mobile Phone and Photographic Images Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,
Lacey Green, Princes Risborough HP27 0PL
Registered charity no: 1026976

Reviews and Approvals

Policy adopted :	15 September 2009 by Windmill Under 5s Management Committee	
Date of last review:	23 November 2020	
Date of next review:	Autumn Term (November) 2021	
Signed & dated:		Natasha Kann – Chairperson on behalf of the Management Committee

Safeguarding and Welfare Requirement: Child Protection The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phone and cameras in the setting.

Child Protection

6. Mobile Phone and Photographic Images Policy

Policy statement

In order to fully ensure the protection of the children in its care, procedures for mobile phone and camera usage within Windmills are put in place and adhered to.

Photographs of children are often used in gathering observations of children's achievements. It is necessary to consider how these are collected, developed and stored, and how to protect against unauthorised photography within Windmills in order to ensure that children are safeguarded.

Procedures

Mobile Phones

- This policy applies to staff, volunteers, parents/carers and visitors.
- All staff phones (with the exception of the Windmills business phone and the Business Manager's business phone) are to be kept in the kitchen.
- Visitors, volunteers and parents/carers who are staying longer than a 5-minute chat with a member of staff will be asked by a member of staff to leave their personal belongings in the kitchen or in the storage room.
- With the exception of the Windmills business phone and the Business Manager's business phone, no mobile phones are to be used in the main room/toilet areas or play areas during session hours.
- Personal calls should be avoided during working hours. Where it is necessary for staff to make a personal call they should (with the agreement of the Preschool Manager) remove themselves from the main session area (i.e. outside the building, in the kitchen, or in the storage room). Any visitors/volunteers or parents/carers who receive calls, or wish to make calls, will also be asked by a member of staff to leave the main session area.
- Staff should ensure that their next of kin and their children's school/nursery are given the Windmills business telephone number in case they need to be contacted in an emergency during session hours.
- No one is to use their personal mobile phones for taking photographs of children in the setting.

Cameras/Smart phones

- Parents/carers are asked to read and sign the Windmill Under 5s Permission Form (included in the Registration Form) when their child starts attending Windmills. This form includes photography permission. If at any time a parent/carer wishes to change their permission, they are free to do so. Please speak to our Business Manager.
- Only members of Windmills staff and elected members of the Management Committee who have a DBS check are permitted to take photographs within Windmills. Parents/carers helping during a session or parents/carers who are settling in their children, volunteers and other visitors are not permitted to take photographs during Windmills sessions.
- Staff will only take photographs with the Windmills business phone and tablets, the children's play cameras and the Business Manager's camera (for use at public events, prospectus, website and Hallmark Magazine photographs only). Under no circumstances should personal cameras or phones be used.
- The preschool tablets can be used for taking videos and photos of the children for observation purposes. Photographs and videos taken on the tablets are only done so through the Tapestry software so that no unauthorised access can be gained to the images or videos without a password to Tapestry.
- Any person found using a camera or video without authorisation will immediately be asked to desist and for the photos to be deleted, and if they do not do so, will be asked to leave. The police will be informed immediately if the inappropriate use of a mobile phone is suspected.
- Any member of staff found using a personal phone camera at Windmills will, as a minimum, be given an immediate written warning, or depending on the circumstances, dismissal for gross misconduct.
- Photographs should only be taken of children during normal Windmill activities. Cameras should never be taken into the toilets/changing areas. A child should never be photographed when their clothes or nappies are being changed.
- Staff need to be mindful of background activities when taking photographs of children. For example taking a photo of a child playing on the mat and a child is in the background having their nappy changed.
- At public Windmills events (for example, Christmas Play, Sports Days, etc.) 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 Practice Manager of this. Please also refer to our Internet and Social Networking Policy.
- If photographs of children are used for publicity purposes, parental consent must be given and safeguarding risks minimised, for example, ensuring children cannot be identified by name. Consent is given by way of a Permission Form at the time of joining Windmills. Additional permission will be sought if outside the remit of the Permission Form.

- Photographs may be printed and displayed within Windmills. Photographs are printed from the Business Manager's computer or the Windmills Preschool Manager's laptop, or uploaded to a reputable photo processing company or are taken securely to a photo processing centre.
- From time to time we may ask professional photographers, or DBS checked elected members of the Management Committee, to come and take photos of the children. Parents/carers will be given information regarding the photographer, and the date they will be attending. The photographer will not be left alone with the children. If a parent does not wish for their child's photograph to be taken, we will respect their wishes.
- Any electronic photographs of children retained for display purposes will be deleted within 8 weeks of the child departing Windmills. Physical photographs will be given to the parents or shredded within the same timeframe.
- Once a child departs Windmills their Tapestry Account is deleted from the Windmills System within 8 weeks of departure. This means that Windmills no longer has access to the photographs or videos taken for observational purposes.

Please also refer to our Internet and Social Networking Policy and Transferring of Records to School Policy.

Legal framework

- Data protection Act (1998)
- Freedom of Information Act (2000)
- Human Rights Act (1998)