

Mobile Phones and Photography Policy



Policy statement

Children have their photographs taken to provide evidence of their achievements for developmental records (The Revised Early Years Foundation Stage, EYFS 2021). 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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.4 Health and well-being	2.2 Partners	3.3 The learning environment	4.2 Active learning

Characteristics of Effective Learning

Playing and Exploring Engagement	Active Learning Motivation	Creating and Thinking Critically - Thinking
---	-----------------------------------	--

Procedures

- Under the General Data Protection Regulations 2018, the pre-school must seek parental consent to take photographs and recordings.
- The Pre-School's digital cameras and memory cards are kept on the premises, and only leave the pre-school to be developed. All photos are developed by a member of staff and then deleted. Once photos have been developed the image is then wiped from the camera's memory card. The photos are used on the Pre-School laptop and to display on the digital photo frame within the setting and at pre-school events, some are displayed on the Pre-School website.
- Photographs or recordings may contain other children in the background.
- Members of staff will not use their personal mobile phones for taking photographs of children on outings.
- Events such as, Sports day, Outings, Christmas and Fundraising Events may be recorded by video and photographed by staff and parent/carers but always in full view of all attending. Any image taken containing a child other than your own **must not** be put on any social media sites.
- Staff are routinely videoed for internal training and staff appraisal purposes, this may naturally include some children but will only be viewed, reviewed by staff and then deleted.
- Video and photographs will only be used on Rudgwick Preschool closed Facebook page. Videos and photographs must not be posted on any private networking sites eg. WhatsApp etc.**
- On occasions, we might like to use photographs of the children taking part in an activity to advertise/promote our pre-school; however, in this instance specific parental permission for these events would be required.
- Parents and visitors are requested to not use their mobile phones whilst on the premises. There is an exception where a visiting company or organisation may require contact with their office periodically throughout the day. Visitors will be advised that they can use the kitchen area (or registration room if not being used) to use their mobile phone, where there are no children present.
- Cameras and mobile phones are prohibited in the toilet or nappy changing areas.**

Personal Mobile Phones

- 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 Supervisor.
- Members of staff will not use their mobile phone for taking photographs of children on outings.

Cameras, Videos and Tablets

- Photographs and recordings of children are only taken for valid reasons i.e. to record their learning and development on Tapestry (on-line journal) or for display purposes.
- Photographs and recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by the Supervisor.

Visiting Professionals

- It may be necessary, on occasions, for other professionals to visit the setting to video children who may be under further assessment of their additional needs. Any video will ONLY be used within the professional assessment team for the duration of that assessment and will be destroyed after its completion.
- Parents will have to give their permission before any video can be recorded and reserve the rights to be fully informed of its need and use. In exceptional circumstances video can be recorded by visiting professionals without parental consent: (Please see our Safeguarding Children and Child Protection Policy).

This policy was adopted at a meeting of	Rudgwick Pre-School
Held on	18 th May 2023
Date to be reviewed	18 th May 2025
Signed on behalf of the management committee	<i>William Baldwin</i>
Name of signatory	William Baldwin
Role of signatory	Chairperson