



Camera, mobile phone and recording devices policy

Policy Statement

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

EYFS key themes and commitments

Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners		

Procedures

- The use of personal cameras, mobile phones and recording devices by staff members, students and volunteers whilst working with the children is forbidden.
- All staff, students, volunteers, committee members, parents and visitors to the setting are required to leave and mobile phone and recording device in the kitchen. Mobile phones may be left switched on for emergency calls.
- If a staff member needs to take a call whilst they are working, they must take it either in the kitchen or outside the front door away from the children and they must inform another member of staff that they need to answer their phone.
- Staff members, students and volunteers may access their personal devices during lunch breaks providing they do so away from the children.
- Any staff member who does not comply with the camera, mobile phone and recording device 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 camera/recording devices that belong to the Pre-School. Children will only be photographed or recorded if parental consent has been obtained.
- Consent for parents/carers to take photographs/videos on special occasions such as Christmas, Sports Days etc. will be obtained prior to the event; if any parent does not give consent then all parents/carers will be advised that they are **NOT** able to record the children. In this instance Acorns Pre-School will take digital images that may be sold to parents after the event and will not include children for whom there is no consent.
- Images of the children may be used on the Pre-School website or in order to promote the setting. In these instances names will not be used and images only used when permission has been obtained.
- Images of the children may also be used on the Acorns Pre-school Facebook page. Only images of children for whom consent has been granted will be published. Only friends of the pre-school are able to access the Facebook page. Parents are advised that they must not publish the names of any photographs that they share from the Acorns Facebook page.
- Digital images are stored safely on the pre-school laptop computer; once a child is no longer attending the setting these images will be erased. However, historical images may still be used in advertising and to promote the setting. The computer is password protected.
- Occasionally digital images of the children may be taken from the setting and used by the manager or Chairperson on their private computers; this will only be for the purpose of updating the website and Facebook. Once used the images will be destroyed. Both private computers are password protected.

This policy should be read in conjunction with:

- Equality of Opportunity – Achieving positive behaviour
- Equality of Opportunity – Supporting children with special educational needs
- Equality of Opportunity – Valuing diversity and promoting equality
- Administering medication
- ICT policy
- Health and Safety General Standards
- Looked After Children
- Maintaining children’s Safety and Security on Premises
- Making a complaint
- Missing Child
- Safeguarding Children and Child Protection
- Supervision of children on outings and visits

This policy was adopted at a meeting of Acorns Pre-School. Held on

Signed on behalf of the management committee

Name of signatory

Role of signatory