## Mobile Phones & Digital Photography Policy

Children have their photographs taken to provide evidence of their achievements for developmental records (The Early Years Foundation Stage). Staff, visitors & volunteers 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.

### Procedures

* Under the Data Protection Act 1998, the preschool must seek parental consent to take photographs.
* The pre-schools iPad is kept on the premises and only leave preschool to be developed. All photos are developed by a member of staff. Once photos have been developed the images are then wiped from the memory. The photos are used to demonstrate development and are kept in the individual child's Learning Journal.
* Photographs may be taken during indoor and outdoor play and displayed in albums or in a child's development records for parent/carers to look through.
* Often photographs may contain other children in the background.
* Events such as; Sports Day, Outings & Christmas may be recorded by photographs by staff and parent/carers but always in full view of all attending.
* On occasion we might like to use photographs of the children taking part in an activity to advertise/promote our preschool via our web site etc., however in this instance children's faces would be blurred out and unrecognisable.
* Many mobile phones have inbuilt cameras, so staff mobile phones should not be carried around in staff pockets and should be left in the designated area. Visitors may only use their phones outside of the building. No photographs may be taken by parents of any child that isn't their own and any photos taken should be done so under the supervision of the staff.

**Cameras and mobile phones are prohibited in the toilet or nappy changing areas.**

1. 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 manager.
2. Pre-schools mobile phones are kept in a box on the admin work surface.

## Adoption of Policy

This policy was adopted as follows:

Meeting of Friends of Warmley Preschool

Date Held\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of review\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of the management committee:

Name of Signatory\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role of Signatory\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_