Reference: BPG 008

Section: Safeguarding

Mobile Phone and Digital Image Policy

**Safeguarding and Welfare Requirements - Information and Records**

3.71.Providers must ensure that all staff understand the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality. Parents and/or carers must be given access to all records about their child, provided that no relevant exemptions apply to their disclosure under the Data Protection Act.

Statement of Intent

At Bishopthorpe Preschool Playgroup we recognise the need for children to celebrate their achievements and to be able to showcase and share them with photographs and videos. We also are aware of the safeguarding risks that can exist when people take photographs and videos of the children.

This policy is intended to ensure that any use of photographic or video imagery is entirely positive and to the benefit of the children. It will also ensure that staff are not distracted from their primary responsibility which must remain their responsibility for and work with the children.

Scope

This policy covers the use of any device capable of recording images or videos of the children while they are in the care of Playgroup whether on the Playgroup site itself or out on organised trips or events. It covers all staff as well as parents/carers and anyone else who might use devices to record the children at these times.

Mobile Phones

* All staff and parent helpers must ensure that their mobile telephones/devices are left in the kitchen area during session times along with their bags. If there are any exceptions required to this such as expecting important communications then this must be agreed with the Playgroup Manager before the session.
* The Playgroup Manager needs to be made aware of anyone (staff or parent) wearing a smart watch during session time.
* If staff or parent volunteers have a personal emergency or need to make or answer a call from their mobile this should be undertaken in the designated staff only area of the setting, i.e. kitchen. They should ensure another available member of staff is aware they are making a call and that appropriate cover is available during their absence.
* Individual staff members must ensure that their contact information is up to date and that their families, children’s schools etc. are aware of the Playgroup mobile number and use this as the primary point of contact when they are working.
* During group outings, the supervisor of the session will carry the setting’s mobile phone, which is to be used for emergency purposes only. A second personal phone should be carried by the supervisor of the session in case of loss of signal or malfunction of the Playgroup phone. This is the only circumstance in which it should be used.
* It is the responsibility of all members of staff to be vigilant and report any breach of this policy or other concerns to the Manager or Chair of Committee. Concerns will be logged and investigated and the Disciplinary Procedure followed as appropriate.

Photographs

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care and also that all images are compliant with the guidelines within this policy.

* Only the designated Playgroup iPads or phone are to be used to take photographs or videos within the setting or on outings unless otherwise agreed by the Playgroup Manager for specific photos needed of equipment or areas i.e. photo choice cards.
* Images taken on these ipads/phones must be carefully considered to ensure that they are appropriate without showing any child in a way that could cause embarrassment or distress. The child must always be appropriately dressed and consideration should be given to the image being taken and used out of context.
* The phones/iPads should be placed on the kitchen work top when not in use.
* The phones/iPads must be locked away in the filing cabinet at the end of every session.
* Care should be taken in storing the images to an appropriate location with consideration given to who else has access to the computer used and whether the images are secure.
* We use Tapestry as an online journal that records children’s development. Parental consent will be sought before allowing images/videos of children to be uploaded.
* Under no circumstances must cameras of any kind be taken into the toilet area without good reason AND prior consultation with the Manager or Supervisor of the session. If photographs do need to be taken in the toilet area, i.e. photographs of the children washing their hands, then the Manager or Supervisor must be asked first and staff must then be accompanied by another member of staff whilst carrying out this kind of activity.

**Failure to adhere to the requirements of this policy will lead to the Disciplinary Procedure being followed as appropriate.**

This Policy was adopted at a meeting of Bishopthorpe Preschool Playgroup

Held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of Bishopthorpe Preschool Playgroup \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role of Signatory Chairperson

Date of next substantive review September 2022