

Policy Name	Camera, Mobile Phone and Photographic Equipment
Date Issued	November 2012
Author / Owner	Hagbourne Pre-School

Statement of Intent

Pre-school recognises its responsibility to ensure children, parents and staff are in an environment that is safe from any images being recorded and inappropriately used.

Aim

We aim to ensure that the environment we provide to children, parents and staff is safe at all times, and that any photos or images being recorded are only used for pre-school purposes and are not inappropriately used.

Method

- By “Pre-school” we mean any interior or exterior venue when staff, parents and visitors are in contact with children who attend Hagbourne pre-school.
- All staff/students/parents/committee members must ensure that mobile telephones, cameras or equipment with photographic and sharing functions and are left inside their bags/coats, or made unavailable, throughout their contact time with children.
- Staff/student/parents’/committee members bags/coats must be placed in the kitchen at the Village Hall unless requested by the Early Years Manager to move them to another appropriate location.
- Mobile phone calls may only be taken during staff breaks, or in staff members’ own time, and MUST be outside pre-school away from contact with the children.
- Any emergency calls are to be directed via the Pre-school mobile phone.
- It is the responsibility of the individual staff member to ensure they make their families, children’s schools, etc. aware that if they have to contact them then this should be done via the pre-school mobile phone.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Early Years Manager / Chairperson.
- Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements are an effective form of recording their progression in the EYFS.
- On occasion Learning Journey photos may contain other children from the setting, parental permission would be obtained before these photos were used.
- Photographs may be used on our website, Facebook page and the local press with prior permission obtained from the parents.
- Photographs are only to be taken on designated Pre-school cameras, and/or by a designated person with their camera and are only used to take any photos within the setting or on outings.
- Designated people must be DBS checked prior to taking any photos.
- If photos are taken by the designated people, then these must be downloaded on site as soon as possible and then deleted from the camera. If the photos are taken off Pre-school premises for the purpose of downloading to the website or newsletter then a form must be signed by the designated person agreeing to delete all images immediately after downloading.
- Images taken on these designated Pre-school cameras must be deemed suitable without putting the child / children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of the cameras and these should be locked away at the end of the day.
- Under no circumstances must mobile phones, cameras or equipment with photographic functions be taken into the toilet area without prior consultation with the Early Years Manager.
- If photographs need to be taken in the toilet area i.e. photographs of the children washing their hands, then the Early Years Manager must be asked first and staff must be supervised whilst

carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.

- Photographs may be taken during productions/outings if permission has been granted by the Early Years Manager as occasionally there are restrictions for safety reasons. If permission is granted then photographs are only for parental / carers personal use and we request that they should not be placed on any social network sites and only taken with other children present if the parent/carer gives permission.
- All members of staff, students, volunteers, visitors/committee members and parents should be aware that all images taken within the setting are available for scrutiny and that they must be able to justify any images in their possession.
- Where concerns are raised, or disclosures made, regarding suspicious activity relating to the use of images the DPO/Lead will discuss this with the Designated Safeguarding Lead who will contact the Local Authority Designated Officer (LADO) for advice.
- Any visitors/workmen who come to Pre-school will be asked to leave their mobile phones or any equipment with photographic functions in the kitchen inside their bags/coats. If it is necessary for visitors/workmen to have their mobile phones or equipment with photographic functions on them to implement their role effectively then they are always to be supervised.
- All aspects of the Pre-school Day / activities must NOT be posted, by staff, on any social media site i.e. twitter, facebook, etc. The management committee have the right to enforce disciplinary action if this arises.
- The Pre-School has a closed Facebook group, this will be updated by our admin staff only, with only staff, parents and committee members (if appropriate) as members of the group
- Parents and visitors are asked to refrain from using social media sites in a detrimental manner in regard to Pre-school and those who attend the setting.
- Failure to adhere to the contents of this policy will lead to disciplinary / safeguarding procedures being followed.
- All images taken by the setting will be used in a manner respectful of Article 5 of the General Data Protection Regulations (GDPR).

This policy was reviewed and updated (where required) on ___09th February 2024_____(date)

Reviewed/updated by _____ Sophie Garland _____ (Chairperson)

Reviewed/Updated by _____ Sheila Bayliss _____ (Manager)