



BRISTON COMMUNITY NURSERY SCHOOL LIMITED

USE OF MOBILE PHONES AND CAMERAS

Company number 5379895

Ofsted numbers

Nursery - EY317355

Preschool – EY2588828

Policy Statement

Staff, visitors, volunteers and students are not permitted to use mobile phones to take or record any images of the children. Staff must use the designated cameras/iPods whenever they are taking photographs in the setting. Parents need permission from the Designated Safeguarding Lead (DSL), **Christine Morgan or Katie Andrews**, to use cameras, videos or mobile phones for photographs, images or recording in the setting.

Procedures

- Under the Data Protection Act, the setting must seek parental consent to take photographs and use video recorders. The parent/carer of each child is required to complete a consent form which gives the reasons and specific purposes for photographs and images being taken (for example; 1 Consent for use of photos/video recorders for Learning stories, 2 consent for use for Publicity and 3 consent for use for BCNS website.)
- The setting has designated iPods which is the responsibility of the DSL's, **Christine Morgan and Katie Andrews**.
- The information contained within each learning story is to relate to an individual, identifiable child; therefore, it is to be treated as personal data.
- Images are to be stored in line with the Data Protection Act 1998
- All images will be stored and disposed of securely. The aim will be to prevent unauthorised access, ensure confidentiality and protect identity.
- The following aspects of security are to be managed accordingly:
 1. Physical security – effective measures will be put in place to ensure physical security and to protect against theft, including that of laptops, computers, cameras, and any personal data, including photographic images.
 2. Computer security – effective measures are to be implemented to ensure computer security. Awareness will be raised in respect of technological advancements which could put online systems at risks.
- Security procedures are to be proportionate to the potential risks involved and must be subject to constant monitoring and review
- Photographs will be stored on the settings computer, which is password protected, or on a memory stick locked in the nursery locked filing cabinet, until the images are no longer required or the setting ceases to operate, should this occur then all photographs will be shredded or deleted from the computer and the memory stick.
- Briston Community Nursery School's iPods, iPads and tablets must not leave the nursery and will not be removed from the site unless there is a specific reason which has been agreed with the DSL, **Christine Morgan or Katie Andrews**, and details logged. In the case of an outing or other activity away from the setting, risks must be minimised, e.g. download all photos before removing iPods, iPad and other portable devices from the setting.
- Photos are uploaded onto tapestry in the setting by staff and images are then removed from the memory.
- The DSL, **Christine Morgan and Katie Andrews**, are to ensure all photographs are permanently wiped from memory sticks/cards, computer hard disc and portable devices or other relevant devices once the images are no longer of use.

- All images, including those held within learning stories will remain on site at all times, unless prior explicit consent has been given by both the DSL, **Christine Morgan and Katie Andrews**, and the parent or carer of any child or young person captured in the photograph. Should permission be given to take images off site, all relevant details are to be recorded, for example: who, what, when and why.
- Before permission is given to take images or learning stories off site, a risk assessment will be carried out to look at transportation and storage outside of the setting to prevent families and friends and others accessing any personal data brought home from work by the employee.
- Children have their photographs taken to provide evidence of their achievements for developmental records. Photographs may be taken during indoor and outdoor play and displayed in albums or a child's development record/learning story for children and parent/carers to look through.
- Often photographs may contain other children in the background. If a parent/carers has not completed a consent form for the relevant usage we will not use an image where that child appears in the background
- Events such as outings, Christmas and fundraising events may be recorded by video and photographs by staff and parent/carers but always in full view of all attending. Parents/carers, staff, volunteers and students will be notified of this in advance.
- No images will be taken of children which captures them in what are commonly understood as non-public activities like toileting or changing clothes, or which show body parts not usually visible in public settings.
- Use of cameras and mobile phones is prohibited in the toilet or nappy changing area.
- If photographs of the children taking part in an activity are used to advertise/promote our setting via a Web site, in the local press etc.; we do not show children who are in breach of rules or are behaving in a reckless or dangerous fashion
- We will do our utmost to protect children's identity: We will not photograph children where consent is not given.
- Staff must be vigilant when children are in the outside area to prevent unauthorised persons taking photographs or recording images.

Personal mobile phones

Personal mobile phones must be stored securely in an area designated for personal belongings. This area must not be accessible by children. In the nursery, this is in the staff room, at Preschool phones must be placed in staff lockers.

Mobile phones belonging to volunteers, students and other visitors should be taken off them and placed in the staff room at nursery or locked in the filing cabinet at preschool.

The use of smart watches/apple watches is permitted as long as it is in a 'do not disturb' mode. Staff should be willing to show their watch to any management staff who may wish to check it is on 'Do not disturb' mode. The use of mobile phones are permitted during staff breaks in the designated staff area away from the children. Personal calls must be directed through the nursery telephone.

Work mobile phone

The settings mobile phone is labelled as such and is kept the locked filing cabinet at preschool.

This mobile phone is to be used for calling the office at nursery, parents in an emergency, and when off site for trips.

The work mobile should not be used to take and store photographs and should never be used in areas where children are most vulnerable and sensitive.

Use of mobile phones

Adults who work with children must not carry or use personal mobile phones during working hours. The reasons are that:

- Using a mobile phone can cause disruption and distraction and result in not giving full attention to a child
- Mobile phones provide an easy way of taking images and communicating these via the internet and in emails etc.

If a practitioner is required to drive in a working capacity, and has responsibility for the work mobile phone, the phone must be switched off whilst driving. Under no circumstances should practitioners drive whilst taking a phone call.

Staff must be vigilant when children are in the outside area to prevent unauthorised persons taking photographs or recording images.

This policy was adopted at a meeting of BCNS Limited on _____

By _____

Date to be reviewed _____