



Meppershall Pre-school

Photography and Mobile Phones Policy

Statement of Intent

At our setting we consider safeguarding of the upmost importance. Therefore we have strict procedures in place about photographing the children who attend and how these photographs are used.

Aims

We aim to ensure that all parents and carers can protect the privacy of their child if they so wish, and to prevent any photograph from being used for the wrong purposes to protect the welfare of each child.

Methods

We ask parents for permission to use the photos/videos of their children for the purpose of our website and Facebook page, as well as for displays, publicity and in children's developmental files. We also ask parental permission for their child to be photographed by a professional photographer or by parents for special events.

Only photos taken by staff or committee members with enhanced DBS disclosures will be used in the setting, on our website, Facebook page, in newsletters or for publicity.

Staff will never take photos of children on their own personal cameras or mobile phones. All mobile phones will be stored in a designated area in the office whilst at the setting. Memory cards remain on the premises when they are not in use. The pre-school cameras / mobile phone are locked away in a cupboard in the office at the end of each day.

Visitors must also place mobile phones or any other photographic devices in the office whilst they are at the setting.

Photos will never be taken of children without them wearing clothing.

If there are outside photographers attending the setting for any reason other than that of school photos, we will notify parents and ask for their permission separately for their child to be photographed.

When an event takes place such as Christmas Play/Party, birthday or fundraising day where other parents may take photos, we will notify parents of this occurrence in advance, and request that anybody uploading photos onto a social networking site uses ONLY photos of their own child.

We discuss with parents any concerns they have with any of the photography occurring in the setting. We hope that an understanding can be reached in all situations.

We also enforce that parents/carers are not using their mobile telephone when dropping off or collecting their child/ren at Preschool. We have signs on our gates to enforce this.

Staff that wear smart watches may do so, however, if the watch has the function to take photographs or videos then this must be disabled, and staff are not permitted to answer messages or phone calls using their smart watches.

See also: Safeguarding / Child Protection Policy

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| Date approved by Pre-school committee | September 2023 |
| Signed by Pre-school leader | |
| Signed by Pre-school chair | |
| Signed by Pre-school staff | |

Policy updated September 2023