



Camera, Mobile Phone and Recording Device Use

EYFS: 2.1 & 3.4

This policy refers to all information storage devices including cameras, mobile telephones and any recording devices including smartphones and smartwatches.

At Red Kite Schoolies we recognise that photographs and video recordings play a part in the life of the setting. We ensure that any photographs or recordings taken of children in our care are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We obtain this when each child is registered, and we update it on a regular basis to ensure that this permission still stands.

We will always ask permission from parents to take photos of their child to use on our closed Facebook group. If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g., cameras, mobiles or smartwatches and may only use those provided by the setting. The manager will monitor all photographs and recordings to ensure that the parents' wishes are met, and children are safeguarded.

Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the setting premises without the prior consent of the manager.

During special events, e.g., Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

At Red Kite Schoolies we use tablets in the rooms to take photos of the children and record videos to be used in the closed Facebook group. We ensure that these devices are used for this purpose only and do not install applications such as social media sites on to these devices. We also do routine checks to ensure that emails and text messages (where applicable) have not been sent from these devices and remind staff of the whistleblowing policy if they observe staff not following these safeguarding procedures.

At Schoolies, the member of staff in charge will have their mobile phone on them at all times in case of an emergency. This is not to be used to take personal photos of the children at any time.

This policy was adopted on	Signed on behalf of the setting	Date for review
<i>August 22'</i>		<i>August 23'</i>