



## **Mobile Phone, Camera And Video Recording Policy**

### **Policy statement**

While the Pre-school embraces new technology it has a mobile phone, camera and social networking policy to protect the children in the setting from abuse and misuse of their photographic images. General consent to take photographs or recorded images of children is requested from a parent on enrolment of their child. Additional consent is gained from parents before images of children are placed on the Tiggers website. The pre-school does not allow the use of: mobile phones, any image recording device or personal technical equipment such as lap tops to be used without prior permission from the manager.

### **Procedures**

- Tiggers pre-school respects that members of staff may bring their mobile phones to work. All mobile phones are to be stored in their personal bags and are not to be used in the pre-school.
- The pre-school mobile phone may be used by staff and visitors to send and receive emergency calls. (Please note Tiggers mobile phone does not have a camera facility.)
- All parents and visitors will be asked to ensure their mobile phones are kept in their bags for the duration of their visit or placed in the back cupboard.
- Staff may only use Tiggers cameras, recording equipment and memory cards to take images these must not be downloaded unless password protected by the committee chairperson.
- No electronic copies of photographs will be passed to outside agencies unless parental consent has been granted.
- Children are permitted and encouraged to take photographs as part of their learning and development and they are carefully educated and monitored by the staff.

The right of parents to take photographs and videos.

- Parents and carers are not covered by the Data Protection Act 1998 and are permitted to take photographs or a recording for their own personal use at events such as sports day, Christmas party.
- Parents may send images to personal email addresses but are prohibited from placing any images on any social networking sites e.g facebook, myspace.



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