



North City **A Sure Start Children's Centre**

Safeguarding Lead Practitioner: Donna Cooper
Deputy Lead Safeguarding Practitioner: Amber Bowyer
Designated Head Teacher: Chris Read
Designated Governor: Richard Parsons

North City Children's Centre Acceptable Use of Photography, Mobile Phones and Other Electronic Devices Policy

Statement of intent

It is the intention of North City Children's Centre to provide an environment in which children, parents, carers and staff are safe from images being recorded and inappropriately used.

Aim

The aim of North City Children's Centre is to have a clear policy on the acceptable use of photography, mobile phones and other electronic devices, that it is understood and adhered to by all parties concerned. In order to achieve this aim, we operate the following policy.

Photography

Rationale

Photographs of children may be taken for a variety of reasons ranging from learning stories or records, to celebration events such as centre and / or outreach activities / groups. Whilst we wish to facilitate photography, we must comply with the Data Protection Act 1998, respect the rights of each individual and ensure that children are protected.

Definitions of Photography

Photograph is used to refer to images in any format, moving or still, recorded on any equipment (for example camera, mobile phone, and other electronic devices).

1. Introduction

1.1 Photography of children is subject to the Data Protection Act 1998 regarding the rights of individuals to have information of a personal nature treated in an appropriate manner, and the Human Rights Act 1998 which protects the privacy of individuals and families. As well as these statutory obligations, restrictions on photography arise from issues of child protection (paragraph 4.4).

August 2015

Next review: August 2016

1.2 In this policy, 'photography' includes photographic prints and transparencies, video, film and digital imaging.

1.3 This guidance is intended to:

- facilitate photography at the Children's Centre
- respect the rights of the individual
- safeguard child protection

1.4 The Children's Centre recognises the issues of child protection and personal privacy and that a policy aimed at safeguarding children exists.

2. Photography by Children's Centre Staff

2.1 Staff may be involved in the photography of children for the following main purposes:

- administration and records
- celebrating and sharing children's experiences at the centre with their families
- examples of children's play in order to inform parent's and carers of children's learning, play and development experiences
- for development journals / learning journals to evidence children's learning and development and for sharing with parents

2.2 Staff may be involved in the video recordings of children for the following main purposes:

- capturing experiences during sessions to share with children, parents and carers
- for use on home visits to demonstrate learning and development

2.3 In an emergency situation, or where a reportable incident has occurred, staff members have permission to use their mobile phone camera and to take photographs that may be used for investigative purposes

2.4 Photographs will only be used with the explicit consent of those with parental responsibility (signed registration consent form)

2.5 Photographs held in the Children's Centre must be annotated with the date on which they were taken and stored securely. They should not normally be used other than for their original purpose, unless relevant permissions are obtained.

2.6 Photographs must be destroyed or deleted from databases once they are no longer required for the purpose for which they were taken. For example, a photograph for identification purposes may endure for several years but should not be retained when replaced or expired. Photographs contributing to the history of the Children's Centre, its children, activities or the community can be retained indefinitely.

3. Photographs by other Authorised Agencies

August 2015

Next review: August 2016

3.1 The involvement of other agencies may only be authorised by the Centre Manager.

The other agencies are:

- Commercial photographers. Copyright rests with the photographer
- The press and other media. Copyright rests with the photographer

3.2 The purpose of the pictures must be explained to the parents or the students. Children must not be photographed under any circumstances unless written permission has been obtained.

4. Mobile Phone Photography

Mobile phone photography on the Children Centre site is not acceptable. This will help eliminate the risks inherent from such use, which include the existence and /or distribution of photographs contrary to the wishes, welfare and privacy of children and staff. If staff witness mobile phone photography they will advise parents of our policy and request that they use the centre's camera, and prints could be taken shared with them at a later time.

5. Photographs Taken By Children

As the Children's Centre embraces the digital age, photography by children in support of their learning and experiencing have become more prevalent. The photographs taken by the children using the Children's Centres camera are subject to the same restrictions as those taken by adults and must be stored accordingly.

6. Storage and Retention of Photographs

Photographs should be stored on the Children Centre office internal server. Photos that are stored should be in a folder on a computer which is password protected, dated and named to enable easy identification

Photographs in the Children's Centre will not be retained after a 5 year period. Exceptions will be made for photographs that are being retained to provide an archive, showing the history of the Centre, or any ongoing project that requires the retention of photographs – storage of these photos will be on an independent memory drive stored in the centre's safe.

8. Photographs and the Internet

Permission for photographs containing children to be used on the Children's Centre website, media screen and Facebook page will be acquired through the registration form or a separate permission form.

Mobile Phones

North City Children's Centre is fully aware that mobile phones are a part of everyday life of parents, carers and members of staff. As part of our commitment to safeguarding all children and vulnerable adults the following terms for usage of mobile phones apply.

- Staff and volunteers / students working directly with children and / or families must not use mobile phones. This is inappropriate and distracts them from paying full attention to those in their care;

August 2015

Next review: August 2016

- Staff and volunteers and students are only permitted to use their personal phone at break times, and this should be out of sight of children and their parents and carers. If they are expecting a telephone call, the office number should be used in order to contact them.
- Parents and carers are encouraged to turn their phones off during their time at sessions; if they do leave them on they should be asked to remove themselves from the room to answer a call;
- Staff and volunteers / students should not under any circumstances contact families using their personal mobile phones;
- Mobile phones should be stored inside bags and / or staff lockers during working hours;
- All visitors will be asked to leave their mobile phones and all electronic devices turned off in their bag during meetings where a member of staff is not present, or in the office if attending groups.
- It is the responsibility of all staff to be vigilant and report any concerns to a member of the management team;
- The management team reserves the right to check the image contents of a members of staffs, volunteers, students, visitors parents and carers mobile phone should there be any cause for concern over the appropriate use of it;
- Should inappropriate material be found then the Local Authority Designated Officer (LADO) will be contacted immediately. The Children's Centre will follow the guidance of the LADO as to the appropriate measures taken from there on.

You may also request the following policies:

- **Safeguarding**
- **Whistleblowing**
- **Lone working**
- **Code of Conduct**
- **Complaints**

This document will be reviewed and updated on an annual basis.

Agreed as a procedural working document:

Date:

Signature:

Agreed by the Children's Centre Nominated Governor

Date:

Signature: