



Mobile Phone, Camera and Photographs Policy

Use of mobile phones and cameras and other electronic devices with imaging and sharing capabilities used in the setting.

Use of mobile phones and cameras and other electronic devices with imaging and sharing capabilities are used to take photographs/videos of the children during their time in the provision. These photographs/videos are used to update children's progress and are shared with the child's parents. Relevant permissions are obtained from parents that specify what the images can be used for.

When signing up with Teddy Bears Childcare, there is an all about me form we require you to complete which has a permissions section. This is also on the Family app too. We understand that some parents are concerned about photographs being taken of their children and for this reason we will require you to complete the permissions in order that we comply fully with your wishes. Photographs/videos taken on digital devices are used for specific purposes and then deleted.

Photographs/videos on our Family app are used in accordance with the app's security measures, our privacy policy and shared with the child's parents only.

In line with the GDPR and Data Protection Act (2018) images will only be used for agreed purposes and no images will be stored for any longer than necessary. Cameras will be stored securely on the premises. All other electronic devices used to take images or store photos (e.g. tablet or computer) will be password protected.

No images are taken on a mobile phone or any staff member's personal device under any circumstances. No images will be transferred to any staff member's personal electronic device or computer.

We will never take photographs of the children while they are undressed, wearing swimming costumes or having their nappy changed etc.

No personal mobile phones are used on the premises at any time, either by staff, parents, or visitors. All personal mobile phones must be stored in the office.

Disciplinary procedures will be taken against any member of staff who fails to comply with the above.

Visitors to the provision are not permitted to take photographs of the children in our care, unless previously agreed with the parents.

The provision is registered with the Information Commissioner's Office (ICO). Please see <http://www.ico.org.uk> for further information.

Online Safety

Our setting will ensure that appropriate filters and monitoring systems are in place on all digital appliances to protect learners from harmful online material.

Online safety information and resources will be shared with staff and parents and updated regularly to ensure that information is current and relevant to emerging themes.

This policy was adopted by	Teddy Bears Childcare
Policy Created	28/11/2017
Last Reviewed	26/01/2024
Name and role of signatory	Melissa Simpson (Manager)