

Digital Policy

(Including mobile phones, smart watches and other recording devices)

Children have their photographs taken to provide evidence of their achievements for developmental records and displays. Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of children for their own records.

Procedures

- Under the Data Protection Act 2018 and UK GDPR, they must seek parental consent to take photographs and use video recorders. Photographs will be stored on the setting's computer, which is password protected.
- The photographs will be shredded or deleted once a child has reached the age of five years old.
- The digital camera or memory card must not leave the setting, unless for outings. Photographs are printed in the setting by key members of the team and images are then removed from the camera's memory.
- Photographs may occasionally contain other children in the background. Parental permission forms will be given to parents when they join the setting.
- Occasionally, we may wish to use photographs of the children taking part in an activity to advertise/promote our setting via leaflets, our website etc. However, should this be requested, specific parental permission from parents will be required.
- Most mobile phones have inbuilt cameras. Staff mobile phones should be turned off, and must not be carried around by members of staff. They must be signed in with the manager on arrival and kept in a locked cabinet until they are signed out during break times and/or the end of the day. Visitors may only use their phones outside of the building.
- Cameras and phones are strictly prohibited in the toilet or nappy changing areas.
- In case of a personal emergency, all personal calls should be directed through the main telephone line.
- Staff are asked not to make personal calls during their working hours. However, in urgent cases, a call may be made or accepted if deemed necessary and by arrangement with the person in charge.
- The Butterfly Preschool mobile telephone should be kept at a central point and must not have a camera facility.

