

# Safeguarding children

## 1.11 Use of Mobile Phones, Digital Photography and Recording Devices<sup>1</sup>

### Policy statement for St Joseph's Nympsfield Out Of School Club

Children have their photographs taken to provide evidence of their achievements for developmental records (a requirement within the Early Years Foundation Stage statutory framework (EYFS) (latest version)). The use of mobile phones, cameras or electronic communications with a child or family at St Joseph's Nympsfield Out of School Club (OOSC) is not acceptable other than for approved OOSC business, as per our E-Safety Policy<sup>2</sup>. Staff, visitors, parents, volunteers and students are not permitted to use their own mobile phones, cameras or recording devices to take or record any images of OOSC children for their own records during session times.

### Procedures

- Under the General Data Protection Regulations 2018 (GDPR) and the Data Protection Act 2018 (DPA), St Joseph's Nympsfield Out of School Club must seek parental consent to take photographs and use recording devices. If a parent/carer does not give their permission for their child to be photographed, all staff will be informed so that all reasonable steps can be taken to ensure that the child is not included in any photographs at the OOSC.
- The OOSC's digital camera and memory cards and tablets are kept on the premises, and only leave the school to be developed. All photographs are printed at the OOSC
- Photographs may be taken during indoor and outdoor play and displayed in albums or a child's development records for children and parents/carers to look through.
- Staff escorting children on an outing need to have access to a mobile phone to maintain contact with the OOSC. This is strictly for emergency use, or planned contact times as agreed, and must never distract staff from the supervision of children, and should not be used for taking photographs.
- Often photographs may contain children in the background.
- On occasion we might use photographs of the children taking part in an activity to advertise/promote St Joseph's Nympsfield Out of School Club via our website, Facebook page etc; however, in this instance specific parental permission for these events would be required. Again, if a parent/carer does not give their permission for their child to be photographed, all staff will be informed so that reasonable steps can be taken to ensure that the child is not included in any photographs at the OOSC.
- Many mobile phones and tablets have built in cameras so staff/visitors/parent/carers mobiles phones and tablets should not be carried around. Visitors may only use their mobile phones/tablets outside the Leigh building and not within OOSC grounds. No photographs may be taken by parents of any child that isn't their own and any photos taken should be done so under the supervision of staff.
- **Cameras, mobile phones and recording devices are prohibited in the toilet area. A child will never be photographed when their clothes are being changed<sup>3</sup>.**

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<sup>1</sup> Recognising the advances in digital photography, this also includes any electronic device with imaging and sharing capabilities, such as Smart watches and other wearables.

<sup>2</sup> See 1.12 E-Safety

<sup>3</sup> Policy 1.2 Safeguarding and Child Protection

- 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 Play Leader on the day. These calls should be made in the reception area and kept to a minimum. The designated place for a member of staff's mobile phone is the kitchen window ledge.
- Any staff who does not comply with this policy will have their mobile phone, camera or recording device confiscated, and any photographs will be removed, and the person dealt with in line with OOSC's disciplinary and grievance procedures.
- Photographs may be printed and included in a child's profile or displayed within the OOSC. Photographs will normally be stored on the OOSC's USB. Permission for storing elsewhere will be given and noted by the Play Leader.
- The Social Networking policy<sup>4</sup> gives additional parameters for the use and sharing of images.

### Legal Framework

- General Data Protection Regulations 2018
- Data Protection Act 2018
- Human Rights Act (1998)

### Associated policies and procedures

- 1.2 Safeguarding and child protection
- 1.12.1 E-safety
- 1.12.3 Social Networking

Version Number	Author	Purpose of change	Date
1.0	KC	New document written using St Joseph's Pre-school's document (with permission) and updated as necessary	16 Sept 2023 Club Secretary (L Benton)

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<sup>4</sup> Policy 1.12.3 Social Networking