



## St Paulinus Pre-School

St Paulinus Centre,  
Hillcrest Road,  
Marlpit Hill,  
Edenbridge,  
TN8 6JS



## Use of Mobile Phones and Digital Photography Policy

### Policy Statement

Children have their photographs taken to provide evidence of their achievements for developmental records (The Early Years Foundation Stage, EYFS 2007). Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of pre-school children for their own records during session times.

### Procedures:

- Under the Data Protection rules, the pre-school must seek parental consent to take photographs and use of video recorders. Photographs will be stored on the pre-school iPad, which is password protected.
- Deletion of historical photographs will be managed in line with GDPR rules.
- Photographs may be taken during indoor and outdoor play and displayed in albums or a child's development records for children and parent/carers to look through.
- Often photographs may contain other children in the background.
- Events such as, Sports day, Outings, Christmas and Fundraising Events may be recorded by video and photographs by staff and parent/carers but always in full view of all attending.
- On occasion we might like to use photographs of the children taking part in an activity to advertise/promote our pre-school via our Web site etc; however in this instance specific parental permission for these events would be required.
- Mobile phones have inbuilt cameras so staff mobile phones should be turned off, must be not carried around in staff pockets and should be stored with personal belongings. Visitors may only use their phones in the foyer or outside the building.
- **Cameras and mobile phones are prohibited in the toilet or nappy changing areas.**
- In cases of a personal emergency all personal calls should be directed through the Pre-School mobile phone.
- 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 daily Supervisor.
- Pre-school's mobile phone has no camera facility.

Reviewed Date: July 2020