

## 32: Photography, Mobile Phones and Ipad

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**Kidz Enterprise takes the safety and privacy of children and young people extremely seriously as a matter of both legal and moral importance. This policy aims to minimise the risk of inappropriate use of photos of children. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.**

In accordance with our duties under The Data Protection Act 1998, Kidz Enterprise strictly prohibits the use of any photographic equipment (cameras, camcorders, mobile phones or any other medium used to take still or moving images) by staff, parents or visitors on its premises without the consent of the manager and, as a photo of a child is personal data according to the Data Protection Act, formal written parental consent.

It is likely that there will be occasions during a child's time at Kidz Enterprise when Kidz Enterprise may wish to photograph or video children to record an achievement to show their parent/carer. Staff are strictly prohibited from using mobile phones and cameras at any time during work (onsite or during trips/outings) without the prior consent of the manager and child's parents.

Kidz Enterprise will not use the personal details or full name (first name and/or surname) of any child in a photographic image on its website or in any other printed material without consent. Generally, photos of children will not have an accompanying name in the text or a photo caption; if a name is used in the text, Kidz Enterprise will not use a photograph of that individual unless specific permission has been granted. No photographs of children will be released to press or media contacts without the relevant written parental consent.

If permission is granted for parents to take photographs onsite or during trips/outings, parents must only take images (still or moving) of their own children and may not take images of other children unless they have permission from those parents.

Parents, staff or visitors who suspect anyone of taking images of children without consent must report the incident to the manager immediately.

One of the key ways that staff support children's development and engage parents in children's learning is through photographs that record their activities and achievements. Still and moving images (i.e. photographs and video footage) of children will only be taken by staff using only Kidz Enterprise's photographic equipment and only following formal written parental/carer consent. This policy also applies to outings and trips.

Should Kidz Enterprise have need to take and use photos of children for marketing/information purposes such as in the prospectus or on the website, every attempt will be made to be representative of the group - for example, including where relevant images of children from different ethnic backgrounds and positive images of children with disabilities. Wherever possible, Kidz Enterprise will use alternatives, for example, children's drawings instead of photographs of children.

Staff are strictly prohibited from using personal electronic devices for the purpose of capturing still or moving images, at any time during work hours (both onsite or during trips/outings).

### Procedures

Staff who work with children must not use personal mobile phones, cameras, iPads, camcorders and any other equipment that would enable them to take photos of children. All photographic equipment belonging to staff will be kept in an area designated by Kidz Enterprise's manager.

All personal mobile phones and cameras belonging to staff or visitors will be kept in an area designated by Kidz Enterprise's manager.

Staff may use work mobile phones at appropriate times and these should be stored securely.

Mobile phone calls may only be taken within staff breaks with the consent of the manager.

If a personal emergency should occur, staff must only use Kidz Enterprise's phone or make a personal call from their mobile phone in an area designated by the manager.

The same policy applies to parents/carers and visitors; if calls must be taken, parents/carers and visitors must return calls away from children who are not their own.

During outings staff will only have access to Kidz Enterprise's mobile phone.

Parents, staff or visitors who suspect anyone of taking images of children without consent must report the incident immediately to the manager or in their absence a member of staff.

All staff should read this policy in conjunction with Kidz Enterprise's 'Photography & Mobile Phones' policy and 'Social Media' policy.

**Updated By: Derek Beesley (Director of Childcare) Date: 6<sup>th</sup> March 2016**

**Signature: D. Beesley**

