

# Policy for Acceptable Use of Mobile Phones, Cameras and Recording Devices (EYFS)

- 1. To protect children from harm by ensuring the appropriate management and use of mobile phones by everyone who comes into contact with EYFS at St Bede's School.**
  - 1.1 To minimise any risks, all personal mobiles must not be used where children are present. This applies to shared use of rooms where non setting staff may be present at the start of the session, for example an out of school club using a classroom with teaching staff present.
  - 1.2 Procedures must be put into place that will ensure safe and secure storage of practitioners' personal belongings including mobile phones. It is recommended that personal mobile phones are security marked, password protected and insured.
  - 1.3 Visitors, including other professionals, contractors and parents/carers must be made aware by signs and verbal reinforcement that they are not to use their mobile phone where children are present.
  - 1.4 Under no circumstances are images, videos or audio recordings to be made without prior explicit consent by the Designated Safeguarding Lead (DSL).
  - 1.5 Personal mobiles may be used in designated areas at break times.
  - 1.6 Staff are advised to provide their work place contact number to their family members and other important contacts for use in the event of an emergency.
  - 1.7 The setting will not be held responsible for any loss or damage of personal mobile phones
  
- 2. To safeguard children by promoting appropriate and acceptable use of photographic equipment and resources for storing and printing images.**
  - 2.1 Consent is required under the Data Protection Act 1998 as images are considered to be personal data.

- 2.2 All images are to be stored and disposed of in line with Data Protection Act 1998.
- 2.3 If images are to be stored for a short period of time they must be password protected on a computer storage device.
- 2.4 Security procedures must be monitored by the Headmaster. The security procedures include protection against theft of equipment and computer security.
- 2.5 Consent forms must be signed by parents/carers with parental responsibility when they register their child with the setting and copies of the consent forms should be provided for the parents.
- 2.6 Images must not be used for anything other than the agreed purposes unless additional consent is obtained.
- 2.7 Photographs must be appropriately disposed of should they be no longer required. This could include giving the images to parents, deleting or shredding.
- 2.8 Where group photographs of children are to be taken, written permission must be obtained from all parents /carers who have the right to refuse.
- 2.9 The purpose and context for any proposed images should always be considered to decide whether a photograph or video are the most appropriate method of recording the information.
- 2.10 The purpose of taking any images is to be clearly explained - for example: marketing of the business, prospectus, website, or local newspaper, use in display and to document children's learning.
- 2.11 Each reason is to be clearly explained and agreed with an option for parents/carers to refuse any or all of the discussed uses and to withdraw consent at any time. Any consent should be reviewed at least annually.
- 2.12 Consent for the use of images applies to adults as well as children.
- 2.13 A child's full name should not appear alongside their photographs particularly if the images could be viewed by the general public.
- 2.14 Use of a Professional Photographer
  - Only a reputable photographer who can provide evidence of authenticity should be used. Their photographic identity should be checked on arrival.
  - They should be viewed as visitors therefore appropriate supervision should be in place at all times to ensure no unsupervised access to children. They should be supervised by a person who is in regulated activity.
  - They may be asked to sign an agreement to ensure that they comply with Data Protection requirements, to agree that images will only be used for the agreed specified purpose and not be disclosed to any third person.
- 2.15 Parents/Carers
  - The use of any photographic equipment by staff, parents or visitors must be with the consent of the person in charge of EYFS at the specific time.

- The person in charge should have the authority to challenge anyone using photographic equipment without prior consent.
- Parents and carers are not covered by Data Protection Act if they take photographs or make a video recording for their own private use, but announcements before and after performances or other events will make it clear that photos and videos are for own personal use only.

#### 2.16 Digital Photo Frames

- If these are used to display slide shows of children, consent must be obtained from parents and carers.
- Images of children must be purposeful and show them in an appropriate context.
- Careful positioning of photo frames should be considered as they are often displayed in the most public areas of the childcare setting i.e. reception area.

### 3. Code of Conduct

- 3.1 A code of conduct is recommended to ensure that all staff are informed and work together to safeguard and promote positive outcomes for children. See full Code of Conduct for Employees at St Bede's School.
- 3.2 Reasonable steps must be taken to ensure the reliability and suitability of any individual who is to have access to personal data.
- 3.3 All practitioners are required to follow confidentiality and information sharing procedures which will be agreed at the time of induction, have a clear understanding of what constitutes misuse, avoid putting themselves in compromising situations which could be misinterpreted and could lead to potential allegations, and be aware of reporting concerns immediately.
- 3.4 Additional Profession Conduct Agreement for EYFS
- That through recreational use of social networking sites or other technologies to:
    - not bring St Bede's School EYFS into disrepute;
    - observe confidentiality and refrain from discussing any issues relating to work;
    - not share or post, in an open forum, any information that I would not want children, parents/carers or colleagues to view;
    - set privacy settings to block unauthorised access to my social networking page and to restrict those who are able to receive updates;
    - keep my professional and personal life separate, and not accept children as 'friends';
    - consider how my social conduct may be perceived by others and how this could affect my own reputation and that of our early years setting;
    - either avoid using a profile photograph or ensure it is an image I would be happy to share with anyone;
    - report any known breaches of the above;
    - understand codes of conduct as indicators of positions of trust, acknowledging that actions outside of the professional environment could be misinterpreted by others, and being conscious of this when sharing information publicly.

#### **4. Children's Records - Learning Journeys and Profiles**

- 4.1 Learning journeys are to be treated as personal data as each journey relates to an individual, identifiable child.
- 4.2 Where possible blanket consent will be requested from parent and carers for group images to be included in the learning journeys of other children. Parents and carers must be given the opportunity to view any images before they are included in any learning journey and must be given the option to restrict their consent.
- 4.3 If it is not possible to obtain consent, the relevant image must not be shared across learning journeys of other children.
- 4.4 Parents and carers must be reminded that they must not share, distribute or display images containing other children without the relevant permission or consent from their parents.
- 4.5 Parents should be encouraged to contribute information to this learning journey, by including some information and photographs which show what their child enjoys doing at home.
- 4.6 Learning journeys should remain on site at all times.

Headmaster  
January 2017

Director of Studies  
January 2017

## Appendix A - EYFS Consent Form for Children's Records / Learning Journeys / Profiles



**Saint Bede's Preparatory School**  
Bishton Hall, Wolseley Bridge,  
Stafford ST17 0XN  
Telephone: 01889 881277  
Email: [admin@saintbedes.co.uk](mailto:admin@saintbedes.co.uk)  
[www.saintbedes.co.uk](http://www.saintbedes.co.uk)

To: *(Name of parent or carer)*

Re: *(Name of child)*

- We need detailed individual learning journeys for all children in our setting, which will document, evidence and monitor their learning and development progress.
- We will include observations of your child at play, including individual and group photographs and other information.
- Group photographs will sometimes capture your child at play, so we ask that you give permission for such visual records to be included in other children's learning journeys.
- Please note that you will be given the option to view any photographs before they are included in any learning journey, should you request this.
- As a parent/carer you are also given the opportunity to restrict your consent to only allow group photographs featuring your child in specific learning journeys.
- This form is valid for the duration of your child's time at our early years setting. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your consent at any time.

*I consent / I do not consent* (delete as appropriate) to group photographs which show my child being included in other children's learning journeys.

By signing this declaration I understand that any data included in my child's learning journey which relates to another child is for my information only and I will not publicise or share it in any way.

Signature of parent/carer:

Full Name:

Dated:

## Appendix B - EYFS Consent Form for Taking Images



**Saint Bede's Preparatory School**  
Bishton Hall, Wolseley Bridge,  
Stafford ST17 0XN  
Telephone: 01889 881277  
Email: [admin@saintbedes.co.uk](mailto:admin@saintbedes.co.uk)  
[www.saintbedes.co.uk](http://www.saintbedes.co.uk)

To: *(Name of parent or carer)*

Re: *(Name of child)*

- We will take photographs of children to record special occasions and to monitor their learning and development progress. We will not share them with a third party without your explicit consent. We minimise potential for misuse by having effective safeguards in place.
  - The media may wish to take photographs, film footage for publicity or record special events. We will notify you of such occasions, and seek specific permission at the time.
  - Should we wish to use any images in publicity, for the prospectus or on the website, we will ask for specific permission, which will be for a defined period of time only.
  - To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.
  - This form is valid for the duration of your child's time at our early years setting. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your consent at any time.
- 
- *I consent / do not consent* (delete as appropriate) to photographs of my child being taken by authorised personnel representing St Bede's School.
  - *I agree / do not agree* (delete as appropriate) with any resulting images being displayed on walls or in digital photo frames where they may be visible at times to the general public.
  - I understand that additional consent will be obtained should images be taken or used by a third party, used in publicity materials or in the media.
  - I understand that I can withdraw my consent or request to see photos taken at any time.
  - I understand that no photographs will be taken if my child refuses or becomes upset.

Signature of parent/carer:

Full Name:

Dated:

**Appendix C - EYFS Consent Form for Additional Consent to Use an Image**



**Saint Bede's Preparatory School**  
Bishton Hall, Wolseley Bridge,  
Stafford ST17 0XN  
Telephone: 01889 881277  
Email: [admin@saintbedes.co.uk](mailto:admin@saintbedes.co.uk)  
[www.saintbedes.co.uk](http://www.saintbedes.co.uk)

Dear *(name of parent/carer)*

We would like to use a photograph of your child for the following purpose:

The period of time this image would be used is from..... to.....

After this time, the photograph will be returned to you or destroyed.

We will not share the photograph with any third party or use the image for anything other than the agreed purpose.

**Consent:**

I have read the above statements, and *I agree / do not agree* (delete as appropriate) to this image being used.

Signature of parent/carer:

Full Name:

Dated:

## Appendix D - EYFS Consent Form for Parental Photography and Recording



**Saint Bede's Preparatory School**  
Bishton Hall, Wolseley Bridge,  
Stafford ST17 0XN  
Telephone: 01889 881277  
Email: [admin@saintbedes.co.uk](mailto:admin@saintbedes.co.uk)  
[www.saintbedes.co.uk](http://www.saintbedes.co.uk)

- We recognise that parents/carers will want to record productions or special events that their children are involved in. We therefore request parents/carers sign the following agreement to cover the taking and use of such images. This will ensure that the requirements of the Data Protection Act 1998 are adhered to and the wishes of other parents/ carers are respected.
  
- I agree to:
  - use recording/photography equipment only in the designated areas;
  - use recording/photography equipment on the agreed date and time only;
  - respect the rights of other parents, and will not attempt to make any recordings if full parental consent cannot be obtained;
  - stand to the rear of the designated area to avoid obstructing the view of others;
  - avoid taking unnecessary close-ups of individual children (other than my own child);
  - avoid taking any photos which could cause embarrassment or distress;
  - stop recording/taking photos on the request of any staff member;
  - ensure any photographs or videos taken are for my personal use only;
  - not sell, publish or display such images in any form, including uploading of photos on to the internet, in line with Data Protection.

Name of production/special event:

Recording equipment used (delete as applicable):

camcorder / camera / mobile phone / other (please state)

Signature of parent/carer:

Full Name:

Dated:

**Appendix E - EYFS Consent Form for Group Activities**



**Saint Bede's Preparatory School**  
Bishton Hall, Wolseley Bridge,  
Stafford ST17 0XN  
Telephone: 01889 881277  
Email: [admin@saintbedes.co.uk](mailto:admin@saintbedes.co.uk)  
[www.saintbedes.co.uk](http://www.saintbedes.co.uk)

Dear *(parent/carer)*

- We are staging a special event on .....
- We are sure some parents/carers would like to take photographs/videos of the production and would be very grateful if you would complete the slip at the bottom of this letter.
- Should any parents/carers not agree with their child being photographed, we will consider alternative options including staging specific photograph opportunities.
- Photographs of special occasions are ones which parents/carers tend to treasure and we will therefore only prohibit the use of cameras and videos as a last resort. We hope you will support us in this.

Yours sincerely

Date:

I am / I am not (delete as appropriate) happy for photographs to be taken of the special event in which my child is participating, taking place on .....

Signature of parent/carer:

Full Name:

Dated: