

**General Welfare Requirement: Safeguarding and Promoting Children's Welfare**

The provider must take necessary steps to safeguard and promote the welfare of children.

**General Welfare Requirement: Suitable People**

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

**Maintaining children's safety and security on premises****10.3 Mobile Phone and Digital Photography Policy****Policy statement**

We maintain the highest possible security to ensure that each child is safely cared for during their time with us at the setting. St. Johns operates at all times under the umbrella of the Safeguarding Policy, the policy also includes the use of other electronic equipment that can be used to take pictures or videos such as webcams, video recorders ect. Children have their photographs taken to provide evidence of their achievements for developmental records. Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of the settings children for their own records during session times.

**EYFS key themes and commitments**

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners		

St. Johns Playgroup views the safety of the children in our care as paramount. We do not allow the use of mobile phones during playgroup hours, on the premises either indoors or in the outdoor play area. Staff mobiles are placed in designated area at the beginning of each day, their use is not permitted during playgroup sessions.

The use of mobile phone will not be permitted to photograph children. All parents and visitors will be advised of this policy as they enter pre-school. We ask parents and visitors to the setting to allow their phones to be stored store them in the filing cabinet for the duration of their visit. If parents or visitors need to use their mobile phone they will be asked to leave the premises in order to do so.

St. Johns provides its employees with access to the telephone for work related purposes. However, if there is an urgent personal call that a member of staff needs to make then they will be able to use the settings telephone or their own personal mobile providing it is not in the same room as the children.

**Procedures**

- Under the Data Protection Act 1998, the setting must seek parental consent to take photographs and use video recorders.
- The settings digital camera/s or memory cards must not leave the pre-school setting.
- 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 and full consent of all the parents.
- 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; permission is sought in our admission forms and parents should make their wishes known at this time. Any future amendments

This policy was adopted at a meeting of Sandbach Heath (St. John's) name of setting  
Playgroup

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the management  
committee

Name of signatory

Role of signatory (e.g. chair/owner)