

## **13: Photography, Mobile Phones and iPads**

---

**Superkids take the privacy and safety 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 2018, Superkids 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 Superkids when the setting may wish to photograph or video children to record an achievement to show their parent/carer. Staff are strictly prohibited from using personal 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.

Superkids 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, Superkids 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 keyways 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 the setting's photographic equipment and only following formal written parental/carer consent. This policy also applies to outings and trips.

Should Superkids 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, the setting 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).

## Children's use of Mobile Phones

Whilst we understand that some children have mobile phones, we actively discourage them from using their phones within the club. The club does not accept any responsibility for loss or damage to mobile phones brought to the club by the children.

Children must not use their mobile phone to take photographs of any kind whilst at the club. If they want a photograph of a particular activity, they can ask a member of staff to take one using the club camera.

### 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 the Superkids manager.

All personal mobile phones and cameras belonging to staff will be kept in an area designated by the Superkids manager. The Manager 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 and in an area designated by the manager.

If a personal emergency should occur, staff must only use the Superkids 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 the Superkids 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 the setting's 'Photography & Mobile Phones' policy and 'Social Media' policy.

Related policies: See also: ***Child Protection (Safeguarding Children)***.

The policy was adopted by: Superkids Club	Date: 20.04.2020
To be reviewed: April 2021	Signed: Jo Murray & Jessica Baker

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare requirements: Child Protection [3.4].*