

# Bow Lane Pre-school

**The Safeguarding and Welfare Requirements;** Safeguarding and Promoting children's Welfare

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

## Safeguarding Children

### 1.7 Use of Children's Photographs/Mobile Phones

#### Policy statement

It is the policy of Bow Lane Pre-school setting to use digital cameras to take pictures of the children within our care. Mobile phones will not be used in this manner.

Staff are not permitted to use their mobile phones whilst on duty, and if they need to use them in their break time, they must take calls outside of the setting.

The settings mobile phones (this is the mobile number you are given for contact and the registered providers as this is used for work) will only be used to make and receive calls. Staff are aware that when on outings, or in the setting, they must not use their mobile phone to take photos. The setting has an outings mobile phone for pick up and drop offs.

This policy clarifies exactly how we will and will not use photographs of your children.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.1 Parents as partner's	3.4 The wider context	4.4 Personal, Social and Emotional Development

#### Procedures

##### We will use photographs:

- To record your child's progress and inform key person observations
- To record events and outings that the children participate in
- For display purposes, with your permission
- As evidence of the activities and outings we provide, to show Ofsted during an inspection

##### We will not take photographs

- When your child is having his or her nappy changed or toileting
- When your child is not fully clothed or dressed in an appropriate way for the activity provided
- Which will be published on our webpage unless we have parent's permission in writing for use on our website.

We will not send photos of children via mobile phones, fax or as an attachment to a text or Microsoft outlook message.

The photographs used in the children's profiles are developed at a local high street shop. They are not stored on any computer..

**The use of any sort of camera by parents/carers is prohibited in the Pre-school.**

**Parents are not to use their phones while on the premises. If they need to use them in an emergency a member of staff will direct them where to go.**

I understand the above information and I agree/do not agree for my child's photograph to be used in this way (delete as appropriate).

Child's name:

Parents name

Parent's signature

**We do use pictures of children on our facebook page to show parents what is happening within the group and the activities that are taking place. The photographs will only show the backs of children's heads or the faces will be blocked out so no children are identifiable.**

I understand the above information and I agree/do not agree for my child's photograph to be used in this way (delete as appropriate).

Parent's signature

This policy was adopted at a meeting of

Bow Lane Pre-school

name of setting

Held on

6<sup>th</sup> September 2019

(date)

Date to be reviewed

6<sup>th</sup> September 2020

(date)

Signed on behalf of Bow Lane

Pre-school

Name of signatory

Gaye Hooker

Role of signatory

Owner