



Southmead Centre for Children and Families

POLICY FOR	Photographs and use of Electronic Devices
DATE REVISED	February 2016
NEXT REVIEW DATE	February 2017
COMMITTEE APPROVAL DATE	12/2/2016
CHAIR OF ADVISORY BOARD SIGNATURE	<i>D. Yearey</i>



Use of Electronic Devices Policy

Introduction

This policy has been developed by the centre staff and the Advisory Board. Southmead Children's Centre accepts that in a case of emergency, mobile phones may need to be used, however mobile phones and conversations or other electronic devices used within groups and play sessions can be very disruptive and divert the parent/carers attention away from the responsibility of looking after their children.

Southmead Children's Centre considers the safety of each individual child being of paramount importance. We, therefore, have strict procedures in place about photographing the children who attend the centre and how these images are used and stored. This policy is part of the centre's wider commitment to safeguarding the welfare of children.

The main aim for this policy is to ensure privacy, dignity and data protection and to promote a peaceful environment for children, families and clients, uninterrupted by electronic devices. Children have their photographs taken in the centre to provide evidence of their achievements for developmental records and displays. Staff, visitors, volunteers and students are not permitted to use personal electronic devices to take or record any images of children for their own records.

Parental use of Mobile Phones in the Centre

- Parents must not make/ receive telephone calls at any time during sessions, unless it is an emergency.
- Parents must not take any photographs using their mobile any time during sessions.
- Signs designating no mobile phone usage areas are displayed in prominent areas.
- Staff are required to remind parents not to use their mobile phone during any session.
- If parents/carers need to take an urgent call then parents/carers are required to respect other group users and inform the sessional leader that they need to take the call. It is then up to the personal judgement of the member of staff to whether or not the member of staff is able to safely supervise the child during the session whilst the parent/carer takes the call outside. If the member of staff is unable to supervise the child for any reason then the parent/carer may be asked to leave with their child whilst they take the call outside the children centre.
- Persistent failure to adhere to this policy will result in parents/carers being asked to leave the premises.
- Mobile phones are to be kept in a secure place during all sessions e.g. in bag. The children's centre cannot take any responsibility for the loss or damage to mobile phones.



Other Electronic Device use in Sessions and Groups

- The use of any personal electronic device for example: I pads, Ipods, Cameras, video recorders is strictly prohibited during sessions and groups.
- Staff are required to remind parents not to use any electronic device during any session.
- Electronic devices are to be kept in a secure place during all sessions e.g. in bag. The children's centre cannot take any responsibility for the loss or damage to centre user's electronic devices.

Camera and Video use Using Children's Centre Cameras

Practitioners support children's development and engage parents/carers in children's learning is through photographs that record their activities and achievements. The centre has its own digital cameras for the use of recording special events, celebrations, incidents which will help the children's development and parents understanding of the relevance of activities undertaken within the Centre.

- Only the centres designated cameras are to be used during groups and sessions. Parents are able to ask permission to use a centre camera to take photographs of their child.
- Images taken on these cameras must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of the cameras and must be stored away when not in use.
- Images taken and stored on the cameras must be downloaded by a member of staff on site as soon as possible and deleted afterwards. All computers are password protected.
- Cameras and memory cards must remain at the children's centre at all times.
- Parents can have copies of their own child's photographs.
- Under no circumstances must cameras of any kind be taken in to the toilet area without prior consultation with the manager.
- Staff must check with parents that they have completed and given their consent to the use of photographs being taken. Those children who may be used for media and publicity materials will be recorded by the centre through permissions sought from parents/carers when they complete the centre registration form.
- Whilst on trips or visits, parents should be made aware that they can take their own photos of their child only.



- Parents will be required to fill out a photo permission form in order to take photos or videos during special events e.g. celebrations or assemblies. Photos or videos must be taken of your own child only and not be posted on any form of social media.

Members of Staff

- All members of staff must ensure their mobile phones are stored away securely.
- Personal mobile phone calls may only be taken during staff breaks or in staff members own time. In the case of an emergency, If staff must make an personal telephone call, they are free to use the centre phone or make a personal call from their mobile in the office.
- Staff must not use their personal electronic devices to take photos or videos of any child in the children's centre.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the senior management team.
- Concerns will be taken seriously, logged and investigated appropriately in line with the centre's safeguarding policy.

Monitoring and Reviewing the Policy

- The Head of Centre will ensure that this policy is implemented and monitored and is made known to parents/carers, staff and pupils.
- There is currently no statutory guidance surrounding the use of mobile phones within children's centres and so policies relating to mobile phone use are at the discretion of the Centre Manager.
- The policy will be reviewed at least annually, following any occasion when any part of the procedure has been followed and appropriate changes will be made whenever modification to legislation occurs.

All children's centre users are obliged to adhere to this policy. They are responsible for ensuring that service users are aware of the policy and where it is kept. In addition, staff are responsible for keeping service users up to date about any changes to the policy and bringing electronic device notices to their attention. Failure to adhere to the contents of this policy will lead to disciplinary/ safeguarding procedure being followed.

Date policy reviewed: January 2016.

Review date: January 2017

Signed:..... Date:.....

Southmead Centre Manager