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Policy for the use of Smartphones and Digital Cameras at St Thomas' Playgroup

**This policy supports and is to be read in conjunction with;**

- Safeguarding and Child Protection Policy 2021
- Keeping Children Safe In Education 2021
- GDPR Legislation
- IT Acceptable Use Policy 2021

### **Smartphones and Digital Cameras:**

In order to protect children and families at St Thomas' Playgroup, we ask that all staff, parents, volunteers and visitors do not use smartphones or any kind of camera whilst in the nursery with the children unless given express permission.

### **Why are we asking this?**

Photographs taken in this way can easily be uploaded to social media without the permission of the child or family involved. Families have the right to privacy and protection and breaching this must be avoided.

### **What happens if I forget?**

If you are a parent or a visitor you will be reminded by a member of staff not to use your device. If you continue to use it you will be asked to leave the room or to leave your device at reception.

If you are a student or a volunteer you will have covered the use of mobile devices in your induction. If you need to be reminded, your placement will end immediately.

If you are a member of staff and you use a smartphone to take photographs of a child, you are in breach of the Code of Conduct and the I.T Acceptable Use Policy and this will be dealt with accordingly. \*Please refer to permitted use of devices below.

### **What if I am waiting for an important call?**

If you are expecting a personal call, please feel free to offer the caller the land line number of the playgroup.

### **What happens when we go out on trips**

During outings a staff mobile phone may be taken out for reasons of safety. We have a playgroup phone without a camera attached.

**\* Permitted use of Digital Cameras or IPOD TOUCH DEVICES for staff:**

In the course of our work, gathering evidence for learning, staff may use playgroup Cameras or playgroup iPad devices to take photographic evidence of learning.

This is permitted and not to be confused with the use of NON playgroup owned smartphones. The use of these devices is guided by the Acceptable use policy which all staff have signed and abide by.

These devices are the property of St Thomas' Playgroup and do not leave the premises unless for special occasions and signed in and out by member or staff. Cameras or Smartphones which are not the property of St Thomas' Playgroup are not used in the setting.

This policy has been adopted by St Thomas playgroup on October 2021 and will be reviewed in October 2022.