



## Camera, Mobile Phone and Recording Device Use

EYFS: 2.1 & 3.4

This policy refers to all information storage devices including cameras, mobile telephones and any recording devices including smartphones and smartwatches.

At **Coppice Care Club and Pre-School** we recognise that photographs and video recordings play a part in the life of the Club. We ensure that any photographs or recordings (including CCTV) taken of children in our Club are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We obtain this when each child is registered and we update it on a regular basis to ensure that this permission still stands.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child's learning journey; for display purposes; for promotion materials including our Club website, brochure and the local press; and for security in relation to CCTV and social media. We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles or smartwatches and may only use those provided by the Club. The Club manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the Club premises without the prior consent of the manager.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

At **Coppice Care Club and Pre-School** we use tablets in the rooms to take photos of the children and record these directly on to their electronic learning journeys (EyLog). We ensure that these devices are used for this purpose only and no other application other than EyLog is installed on these devices.

This policy was reviewed and adopted on	Signed on behalf of the Club	Date for review
April 2018	J.S. Howse	April 2019