

Use of Mobile phones and cameras Policy

As a registered Childminder I recognise that it is important for me to be able to communicate with parents instantly

The use of mobile phones and cameras are permitted with careful monitoring. Parents are asked to sign giving permissions that they are happy for photos to be taken of their child. Only suitable photos will be taken ensuring the children are dressed properly.

Contact details of the parents will be stored on my phone for quick and easy use in case of any emergencies. The mobile phone will be taken with me on outings, so that I can be contacted at all times.

I understand that if I store personal details about other people on my computer or any digital format (including mobile phones and digital cameras), I will need to notify the Information Commissioner's Office (ICO) for Data Protection.

Mobile phone technology has developed significantly to include internet access and wireless connections as well as camera, video and sound recording and sending and receiving messages. They are now an extremely effective method of communication, which can only be an advantage regarding Safeguarding children. However, I understand that there is a need to balance the advantages with the potential for misuse, and intend to protect the children in my care with the following procedures:

- Ensuring that visitors to my home during Child minding hours are asked not to use their Mobile when the children are in the same room.
- Ensuring that any Assistant working with me will leave their personal phone in a safe storage area
- Ensuring my phone is kept out of the reach of children
- Permitting children (agreed with parents) to have their phone about their person.

Taking of photos with a Mobile Phone or Camera

The use of photos to support observation, assessment and planning and to provide a pictorial record for parents has become part of my practice. To ensure that everyone in my setting is protected I have the following procedures in place:

- Pictures are taken with the written permission of parents. Parents indicate if they are willing for photos of their children to be used for: sharing with them; supporting Observation, Assessment & Planning; children's records; advertising (in which case how and where)
- I will avoid putting myself into any compromising situation which could be misinterpreted and lead to possible allegations.

- Pictures are printed as soon as possible.
- Pictures are transferred to my computer which is password protected
- I have registered with the Information Commissioner's Office for Data Protection

With Parents' permission I will be happy to use 'What's App' and email photos of their child if requested.

If parents give permission then photos may be used on my Website.

If you have any concerns, I will be happy to meet and discuss them with you.

Childminder's signature: _____ Date: _____