

# Cameras, Mobile Phone and Video Equipment Policy V.2

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J:/StudentServices/DepartmentResources/StudentServicesPoliciesandProcedures/  
EarlyYearsCentre/CamerasMobilePhoneandVideoEquipmentPolicy

V.2 June 2012

Impact Assessed:

Update  
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2015

# Policy

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**Title:           Cameras,, Mobile Phone and Video Equipment**

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**From:           Early Years Centre**

**Date: 20<sup>th</sup> August 2010; revised  
2<sup>nd</sup> May 2014**

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The Centre will respect parents' wishes and their right to protect their child from the improper use of equipment like cameras, mobile phones and video equipment and the use of photographs on social media/networking sites. Parents will have the opportunity to 'opted out' of use of such equipment but will need to know the importance of such equipment when recording their child's progress. Parents are also bound to respect the privacy rights of other parents and their children and EYC staff in their personal use of social media/networking sites.

All materials stored on systems are confidential, and subject to the provisions of the Data Protection Act 1998. The Centre expects the highest standards of confidentiality to be observed.

The following rules and guidance apply to ensure that both employees of the Centre, Centre users, and the work of the Centre are not compromised:-

- Only the Centre cameras will be used on the children.
- Cameras will be kept on the premises and used for the setting only
- The Manager is responsible for the location of the cameras; they will be placed within a lockable cabinet when not in use.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.
- Photographs will be used to record a child's progress, for internal use and occasionally used for external publication (on this occasion written permission will be required beforehand from a parent)
- Photographs and videos will be kept in a secure place in the Early Years Centre Office
- Mobile phone use will be restricted to the office and staff room unless agreed with management first. No member of staff will take photographs of the children on their mobile phones
- Parents may take personal photographs and videos of their child at the Centre if they notify the management prior to doing so, and on the strict agreement that images which include other children and/or EYC staff members are not published on the internet , i.e. Facebook, MySpace, Twitter, etc., or in any external publications
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Manager or Acting Manager.
- Concerns will be taken seriously, logged and investigated appropriately. The Manager or Acting Manager in her absence reserves the right to check the image contents of a member of staffs mobile phone should there be any cause for concern over the appropriate use of it.

Failure to comply with this policy:-

- May result in legal claims against to employee, Centre or University
- May lead to withdrawal of the facility; and
- May lead to disciplinary action being taken against the employee, up to and including dismissal.