



OCOSC USE OF MOBILE PHONES, CAMERAS AND RECORDING DEVICES POLICY

The purpose of this policy is to provide clear guidelines to OCOSC Staff with respect to the use of mobile phones, cameras and recording devices and to safeguard the welfare of the children in our care in relation to the above areas to minimise the risk of harm.

1. GENERAL POLICY

- 1.1 The use of personal mobile phones, cameras and recording devices by OCOSC staff whilst on duty or whilst on OCOSC premises is strictly prohibited.
- 1.2 Parents are not permitted to use any mobile phones, cameras or recording devices on OCOSC premises without the prior consent of the OCOSC Co-ordinator.

2. PHOTOGRAPHS AND RECORDINGS

- 2.1 Personal mobile phones and/or cameras or any other personal recording device should not be used to take photographs or recordings of any child in OCOSC play-settings.
- 2.2 OCOSC provides staff with cameras for taking photos of children as necessary to document their play and learning. No photographs of children attending OCOSC childcare settings will be taken on OCOSC mobile phones, or cameras without the prior written permission of the parents of the child or children and thereafter, permission from the OCOSC Co-ordinator.
- 2.3 OCOSC ensure that any photographs or recordings taken of children in OCOSC play-settings are only done with the prior written permission from each child's parent / guardian. We obtain this permission when each child is registered with OCOSC and this is updated on a regular basis to ensure that the permission is still current for each child.
- 2.4 OCOSC ask for individual permissions for photographs and video recordings to be used for various different uses, including display purposes and promotion materials, e.g. the OCOSC website, brochure and local press. A child may, on occasions, appear in a photograph in another child's development book, but will not appear as the primary person.
- 2.5 If a parent has not given their permission for photographs or videos to be taken of their child or children, or if parents have specified that they are not happy about any of the individual uses for recordings as set out above, OCOSC will respect their wishes and find alternative ways of recording their child's play and learning.
- 2.6 OCOSC Staff will be vigilant at all times when taking digital or video recordings of children in OCOSC play-settings to ensure that they are appropriately dressed.
- 2.7 The full name of a child will not be used to display any photograph or other image used within OCOSC play-settings.
- 2.8 Digital images will be stored in a separate file on the OCOSC computer, which is accessed by OCOSC Staff only, and in accordance with the OCOSC Data Protection Policy. Digital images of children taken in any OCOSC play-setting should be downloaded onto designated OCOSC computers or laptops only. Digital images must not be downloaded onto any personal computer under any circumstances.
- 2.9 The OCOSC Co-ordinator is responsible for the storing, development and correct usage of the images in line with the OCOSC Data Protection and Confidentiality Policy.

3. **MOBILE PHONES**

- 3.1 The use of personal mobile phones by OCOSC staff whilst on duty or whilst on OCOSC premises is strictly prohibited.
- 3.2 OCOSC Staff may only use their personal mobile phones during designated breaks and in an area away from children.
- 3.3 OCOSC provide key staff members with company mobile phones to use whilst on outings with the children which do have camera facilities on them. No photographs of children attending OCOSC play-settings will be taken on OCOSC mobile phones without the prior written permission of the parents of the child or children and thereafter, permission from the OCOSC Co-ordinator.
- 3.4 Mobile phones will be kept in a secure area away from where children are accommodated and the OCOSC contact number should be given as an emergency contact number in case OCOSC Staff need to be contacted whilst at work.
- 3.5 OCOSC Staff will be held responsible for the content and security of their own personal mobile phone, e.g. access to web pages. If the use of a personal mobile phone is deemed to raise any safeguarding issues, this will be dealt with in line with the OCOSC Child Protection and Safeguarding Policy, OCOSC E-Safety Policy and OCOSC disciplinary procedures.

Signed for and on behalf of OCOSC: Original Signed and held on file at OCOSC file

Name of signatory (capitals): Mr GRAHAM P THOMPSON

Reviewed on: 01 Jan 2013

Next review due: 01 Jan 2014