



PHOTOGRAPHY, USE OF IMAGES AND MOBILE PHONE POLICY

Worstead preschool is committed to the safe use of imagery and safeguarding the children and families within our care. This policy outlines the rules of using photography it has been written to protect children from harm by ensuring the appropriate management and use of mobile phones by everyone who comes into contact with the setting.

Mobile phones

To minimise any risks all staff, volunteers, visitors must not use their mobile phones where children are present.

Staff's mobile phones will kept in their personal lockers in the kitchen area onsite and only used for an emergency either in the kitchen or office areas.

Visitors including parents/carers, other professionals, contractors must be aware by signs and verbal reinforcement that they are not to use their mobile phones where children are present. They will be given a key to the visitors' locker in the kitchen where they will be able to store their mobile phone safely and securely.

Worstead preschool will not be held responsible for any loss or damage of mobile phones.

Settings mobile phone and Devices

- The settings mobile will only be used for outings away from the preschool for example Forest school, visit to the park.
- The setting mobile phone will only be used by staff members for work purposes
- The settings mobile phone will not be set to use social media
- The passwords or passcodes must not be shared or written down and will be changed regularly
- Mobile phones and devices belonging to the setting will always be used in accordance with the GDPR policy and activity may be monitored for safeguarding reasons and to ensure policy complies.
- Preschool devices must not be taken home with staff and must remain secure at the setting when not in use.
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This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Parents and carers

To protect children in our setting we ask that parents/carers refrain from using their mobile phones whilst on the preschool property and if staying for any length of time to use the visitors' locker to store their phone safely and securely. Staff will challenge parents/carers if they have concerns about their use of a mobile phone or any other devices when on the settings property.

Parents should be advised that children cannot bring into the setting any devices that may take photographs or videos this is to ensure that everyone is safeguarded and to protect personal property from loss or damage.

Photography and use of images

The purpose of taking photos and videos of the children in the setting is to help with recording learning and development, to show parents/cares only, to ensure parents/carers are happy with our service and what their child is experiencing during their time in the setting, to help reassure parents/carers their child/children have settled.

- Consent is required under the data protection act 2018 as images are considered personal data [Data Protection Act 2018](#)
- All images are to be stored and disposed of in line with the data protection act.
- If images are to be stored for a short period of time, they must be password protected on the storage device
- Security procedure must be monitored and reviewed by the designated safeguarding lead Clare Gwilliam, Bethany Pilkington.
- Consent forms must be signed by parents /carers with parental responsibility when they register their child/children with the setting.
- Images must not be used for anything other than the agreed purpose.
- Any printed photographs of children must be appropriately disposed of when no longer in use, this could be in the way of shredding or giving to parents.
- Where group photos are used written permission must be obtained.
- The purpose of taking photographs/images is to be clearly explained, for example, for the child's learning journey, advertising, local newspaper and for use in displays.
- Consent should be reviewed annually, parents/carers have the right to refuse consent at any time.
- Consent applies to adults as well as children
- A child's full name should not be written alongside their photographs.

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Parents and carers

- The manager will challenge anyone using photographic equipment without prior consent.
- Parents/carers are not covered by Data Protection Act if they take photos or videos for their own personal/private use.

Name:	Clare Gwilliam
Position:	Pre-school Manager
Signed	
Name:	Alicia Grix
Position	Committee Chair
Signed	
Date:	1 st September 2026
Date for Review:	31 st August 2027