

## SECTION 1

### General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

## R.B Kids Club

### Safeguarding children

### Photography, Video Camera's and Mobile Phones



#### Policy statement

R.B Kids Club recognises the importance of collecting photographic evidence of children's time at R.B Kids Club. However, we as a club understand that certain rules and safeguards are required to protect both children and adults.

#### EYFS key themes and commitments

|                  |  |                       |  |
|------------------|--|-----------------------|--|
| 1.3 Keeping safe | 2.1 Respecting each other<br>2.2 Parents as partners | 3.4 The wider context |  |
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#### Procedures

- The types of photographs which are likely to be taken are of children participating in various activities. Only staff will take photographs - parents are not permitted to take pictures whilst in the setting.
- Within the setting photographs can be used within observation books, on the settings display board within the setting.
- In accordance with EYFS, children will be given the opportunity to take photographs themselves and to view the pictures they have taken with special child friendly cameras.
- Cameras are not permitted at all in toilets or changing areas.
- All images will be stored on the school system in the R.B Kids Club pictures. No images will be stored where they can be accessed through the internet. Images may be stored electronically for a maximum of one year, after which time they will be deleted. No staff are permitted to take images off site with them.
- Special Events – only parents/carers and staff known to the setting will be permitted to take photographs with prior permission.
- Publicity – consent must be requested for any photographs to be used for publicity.
- No photographs must be taken on personal mobile phones at any time.
- Staff mobile phones must be locked away until a break time or when they finish work.

- Only cameras specifically bought for the setting should be used.
- Permission for taking photographs must be included on registration forms.

### Legal framework

- Data Protection Act 1998
- Human Rights Act 1998

|                           |                                  |                          |
|---------------------------|----------------------------------|--------------------------|
| Policy Created March 2011 | Policy reviewed: March 2013      | Need for update Yes / No |
| Signed:                   | Management Committee Chairperson | Co-ordinator:            |
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