

Use of Mobile Phones and Cameras Policy

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 Phones

As a registered Childminder I recognise that it is important for me to be able to communicate with parents instantly. I use my mobile when I am at home or out.

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 ALL visitors to my home during Childminding hours are asked to leave their mobile phone in a safe storage area
- 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

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 only by me 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
- I will avoid putting myself into any compromising situation which could be misinterpreted and lead to possible allegations.
- Pictures are transferred to my computer which is password protected.
- I have registered with the Information Commissioner's Office for Data Protection.
- Any stored pictures are burnt onto a disc for the parent then deleted once a child leaves my setting.