



## Camera, mobile phone and recording devices

Ashfield Play Care Scheme operates a camera, mobile phone and recording device policy in order to protect children and our team from allegations and to maintain high standards of care within the setting.

- The Scheme forbids the use of mobile phones, personal cameras and recording devices by team members, students, volunteers and visitors to the setting.
- Any personal devices that are brought into the setting should be placed on silent or switched off and placed in a locker.
- Team members, students and volunteers may access personal devices during breaks however they are only to be used in the staff room.
- Any team member, volunteer or student found to be using mobile phones or recording devices while not on a scheduled break will have the device confiscated by management and disciplinary procedures may be carried out.
- Children will only be photographed using the schemes camera, tablet or play cameras provided for the children. Cameras are to be handed in to management at the end of the working day to be locked away.
- Photographs are uploaded onto a secure computer which is to stay on the premises unless being serviced.
- Children will only be photographed if written consent has been obtained.
- Any events such where parents/carers attend, photographs and or videos of their own children are permitted, but these are not to be shared on social media.