

MOBILE PHONE AND CAMERA POLICY FOR ASH & CLAIRE'S CHILDMINDERS

INTRODUCTION

At Ash & Claire's Childminders, we know that mobile phones and cameras are part of everyday life. But to keep the children in our care safe, and to protect their privacy, we've set clear rules for how mobile phones, smart devices, cameras, and recording equipment are used at our setting.

This includes staff devices, visitors' phones, our Ring Doorbell, and wearable tech like Ash's Meta Ray-Bans.

GENERAL MOBILE PHONE USAGE

Mobile phones and similar devices must be used responsibly and never in a way that compromises children's safety, supervision, or privacy.

Ash, Claire, and any other staff or regular visitors must follow these rules:

- **Child Supervision Comes First**
Mobile phones should never distract from looking after the children.
- **Personal Use Is Limited**
Staff phones should only be used during breaks or outside of working hours—never while actively caring for the children.

- **Emergency Use Only**

Phones may be used during sessions to contact parents, carers, or emergency services if needed.

- **Privacy Comes First**

Staff must not take photos, videos or recordings of children on personal devices.

- **Professionalism Always**

All calls and texts should be respectful and appropriate to the setting.

PHOTOGRAPHY, VIDEO & MEDIA SHARING

Photos and videos might be taken for things like:

- Sharing updates with parents
- Recording learning journeys
- Displaying children's work
- Advertising our childminding service (if permission is given)

We follow these rules:

1. **Parental Consent**

Parents must give written consent before any photos or videos are taken or shared. Consent is gathered during registration and reviewed regularly.

2. **Promotion & Advertising**

Separate consent is required if we wish to use a child's image for public marketing or on social media.

3. **Secure Storage**

All images and videos are saved

on password-protected devices. Only Ash, Claire, and authorised staff can access them.

4. **Privacy & Confidentiality**

We never include identifying details (like surnames or locations) unless specifically agreed.

5. **Right to Withdraw**

Parents can request we delete any photos or videos of their child at any time.

LEARNING JOURNEYS AND DOCUMENTATION

Photos may be taken using work devices to document a child's development and EYFS progress.

- These are stored securely, either in encrypted files or password-protected systems (e.g. BabyDays).
- Children's names or other identifying details are kept private unless sharing directly with parents.
- Any shared materials are anonymised where appropriate.

RING DOORBELL AND OUTDOOR CAMERA

We use a **Ring Doorbell and outdoor camera** for security and safeguarding purposes. This helps us:

- Check who is arriving to collect children

- Record any activity around the property
- Communicate with parents if we can't get to the door

A clear sign is placed below the doorbell to inform visitors that recording is in use.

- **Footage is stored for a limited period** (usually 30 days), unless required for safeguarding or legal reasons.
- Access is restricted to Ash and Claire.
- Footage is never shared unless legally required.

This use complies with **ICO guidance** on domestic CCTV in a professional setting.

USE OF META RAY-BAN SMART GLASSES

Ash occasionally wears Meta Ray-Ban smart glasses. These are **not used for recording** in the presence of children unless:

- We are outdoors
- We have received prior **verbal and written consent** from all parents whose children may appear
- The use is for a specific purpose (e.g. documenting an outing or event)

If the glasses are worn but not recording, this will be made clear via the light on the glasses being illuminated.

VISITORS & MOBILE PHONES

- Visitors are asked not to use mobile phones inside the setting.
- Phones must be stored out of sight and not used to take photos or video.
- Any exceptions (e.g. therapists or professionals visiting) must be agreed in advance and supervised at all times.

COMPLIANCE & DATA PROTECTION

We comply with:

- The **EYFS Framework 2025**
- The **Data Protection Act 2018**
- **UK GDPR**
- **ICO guidance** on security cameras and smart devices
- Our own **Safeguarding Policy** and **Privacy Notice**

We will regularly review this policy and update it if guidance or technology changes.

UPDATED: JUNE 2025

REVIEW: JUNE 2026