Carol & Nik White

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***Mobile Phone & Camera Policy***

As childminders we are very aware of the sensitive nature of holding photographs of children and their possible misuse. We have, therefore, implemented the following procedures in order to protect the children in our care.

If using mobile phones to take photographs of the children, the photos will be transferred to the home computer daily then discarded from the phone. The home computer is password protected and is not accessible by anyone other than ourselves.

We will obtain your written permission to take photos for record keeping or displays.

We will not allow any older children or any other adults, apart from Carol and myself, to take pictures of the children.

We will not distribute or publish any images of your child without your consent.

We will always be able to justify to Ofsted the reason for taking any photographs.

We will always ensure children are appropriately dressed.

All information held regarding you and your children will be maintained in accordance with the Data Protection Act and we are registered as data controllers with the Information Commissioner’s Office (ICO)

All visitors to our setting will be made aware that we will not allow them to use their mobile phones or cameras whilst on the premises and should they need to then they will be directed to a suitable place.