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**Mobile phone and Camera Policy**

There is a strict policy in place for use of mobile phones and cameras. We understand that photos are an essential part of evidence for children’s learning development and daily diaries. The setting has these rules in place to protect everyone at the setting.

* Photos will only be used for the purpose of the child’s learning and development and never published without written parent/carer permission.
* We will ensure that visitors to the setting are not in a position where photos could be taken. Visitors are only allowed to use mobile phones in the hallway or kitchen with doors shut providing there are no children present. We reserve the right to ask you to leave the premises to make phone calls.
* We supervise children at all times and ensure their safety and privacy. If we suspect photos have been taken by someone in a public place then we will challenge them and call the police if necessary.
* We will always be able to justify the reason for any photographs to Ofsted.
* We will ensure children are suitably dressed.
* We will treat photos as personal information and ensure they are covered under the data protection act.
* We will only take photos if the relevant permission form has been signed.

This policy is in line with the settings [**Safeguarding Children Policy**](http://www.moomoochildcare.com/policies/safeguarding/)**.**

If you have any questions or concerns then please contact a member of staff to discuss.