

Date – 28th May 2020

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To be reviewed – 31st May 2021

Photograph policy

Parents / carers are asked for permission regarding photographs of their child but have the choice not to give this and may withdraw permission at any time. At all sessions where parents / carers have given permission photographs may be taken for use on Derby Forest School's website, marketing and social media pages. Where children can be recognised we will check with parents / carers before using any particular picture.

At nature nursery photographs will be used to:

- Build a picture of the child's development by creating a "learning journey" using the online tapestry system
- Share children's adventures with parents / carers
- Create a record of children's time and friendships

At sessions where adults attend with their child we will ensure that parents / carers are informed that they may not take photographs which include children other than their own.

In order to maintain children's safety we will:

- Not distribute or publish any images of children on any networking site without written permission
- Ensure parents are made aware that they must not share photographs which include other children on social networking sites
- Always be able to justify the reason for taking the photograph
- Ensure that children are appropriately dressed
- Delete photographs from our files when children leave apart from where they have been used on our website, marketing materials or social media pages
- Ensure that children are happy to have their photograph taken and not do so if they appear uncomfortable.

Mobile phone policy – Nature nursery & holiday club

At sessions where Derby Forest School assumes responsibility for children and young people staff will not carry their personal mobile phones and will be issued with a setting mobile phone for use during each session. These will be used to:

- take photographs as described in the photograph policy
- record observations for tapestry
- communicate between staff
- access children's emergency details
- access apps which will be used to promote children's learning
- for appropriate research relevant to children's learning
- phone for help in an emergency

It is expected that phones should not detract from the care of children and are used appropriately. Photographs will be deleted from setting phones after being uploaded to tapestry or transferred to the managers phone for use on social media. Phones will be handed back to the manager at the end of each session. Children under the age of 12 are not permitted to bring a personal mobile phone into sessions as this is considered a risk to other children attending. Where parents need to contact children through the course of the day they may contact the managers phone who will pass on any messages.

Mobile phone policy – with parent / carers attending

Forest School leaders may use their personal mobile phones appropriately during sessions where parents / carers retain responsibility for their own child. This may be to:

- Access attendee registers
- Take photographs as described in the photograph policy: where children or young people can be identified written permission MUST be sought from parents / carers
- Access apps and research information relevant to the session
- Phone for help in an emergency

It is expected that phones should not be used routinely to take personal phone calls or messages and should not detract from leading the session. Where photographs have been taken that include session attendees these should be deleted as soon as they have served their purpose. Leaders must make parents / carers aware that they may only take photographs of their own child and not include other children in them without permission.

Mobile phone use by session participants

We understand that during sessions aimed at young people over the age of 12 it is likely that participants will have a mobile phone with them. Derby Forest School accepts no responsibility for any loss or damage to phones or other valuable equipment which children choose to carry. Leaders will speak to young people about acceptable use at each session and monitor this. This will include:

- Not using their phone during activities as it may impact on their safety and ability to participate
- Not taking photographs of other participants without permission
- Not uploading photographs to social media without permission
- Not accessing material which could be considered offensive or illegal
- Not sending messages or material to others which could be considered threatening, offensive, upsetting, bullying or illegal
- Only using Derby Forest School's official social media and website communication channels to contact staff and not seeking out individual members of staff on social media
- By understanding that their use of social media and use of internet is potentially visible to everyone and that if it give's cause for concern staff will follow procedure regarding safety
- Being aware that they are responsible for their own phone throughout sessions