

13: Photography, Mobile Phones, Computer Tablets and Wearable Technology

Superkids take the privacy and safety of children and young people extremely seriously as a matter of both legal and moral importance. This policy aims to minimise the risk of inappropriate use of photos of children. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.

Abiding by the terms of the club's mobile phone policy ensures that we all:

- Protect children from harm and abuse
- Prevent staff from being subject to false allegations
- Help staff remain focused on the care of children
- Work in an open and transparent environment.

In accordance with our duties under The Data Protection Act 2018, Superkids strictly prohibits the use of any photographic equipment (cameras, camcorders, mobile phones or any other medium used to take still or moving images) by staff, parents or visitors on its premises without the consent of the manager and, as a photo of a child is personal data according to the Data Protection Act, formal written parental consent.

Staff use of mobile phones and wearable technology

Staff are strictly prohibited from using personal mobile phones and cameras at any time during work (onsite or during trips/outings) without the prior consent of the manager.

Personal mobile phones belonging to members of staff are kept in staff personal lockers or designated draw during working hours.

If a member of staff needs to make an urgent personal call, they can use the club phone or make a personal call from their mobile in an area away from the children, agreed in advance with the Club Manager.

If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from the Manager or Deputy.

Wearable technology such as Smartwatches and Fitbits (this list is not exhaustive may only used as a watch when working with children. This means that all other functions including imaging and sharing capabilities must be disabled (using flight mode).

Under no circumstances may staff use their personal mobile phones or wearable technology to take photographs at the club during working hours.

It is likely that there will be occasions during a child's time at Superkids when the setting may wish to photograph or video children to record an achievement to show their parent/carer.

Superkids will not use the personal details or full name (first name and/or surname) of any child in a photographic image on its website or in any other printed material without consent. Generally, photos of children will not have an accompanying name in the text or a photo caption; if a name is used in the text, Superkids will not use a photograph of that individual unless specific permission has been granted. No photographs of children will be released to press or media contacts without the relevant written parental consent.

One of the keyways that staff support children's development and engage parents in children's learning is through photographs that record their activities and achievements. Still and moving images (i.e., photographs and video footage) of children will only be taken by staff using only the setting's photographic equipment and only following formal written parental/carer consent. This policy also applies to outings and trips.

Should Superkids have need to take and use photos of children for marketing/information purposes such as in the prospectus or on the website, every attempt will be made to be representative of the group – for example, including where relevant images of children from different ethnic backgrounds and positive images of children with disabilities. Wherever

possible, the setting will use alternatives, for example, children’s drawings instead of photographs of children.

During outings staff will only have access to the Superkids mobile phone.

Children’s use of Mobile Phones

Whilst we understand that some children have mobile phones or wearable technology e.g. smart watches, we actively discourage them from using their phones within the club. The club does not accept any responsibility for loss or damage to mobile phones brought to the club by the children.

Children must not use their mobile phone to take photographs of any kind whilst at the club. If they want a photograph of a particular activity, they can ask a member of staff to take one using the club camera.

We recognise that mobile phones and technology are a part of children’s lives and culture and we allow children to have their mobile phones, tablet computers and wearable technology with them in setting. We have a set of boundaries for their use which children adhere to including the taking of pictures and sharing of data and images by children.

Visitors’ use of mobile phones

In the interest of safeguarding, we ask all parents and visitors not to use their phones or other mobile devices on club premises. Taking of photographs by parents or visitors is **strictly prohibited**. If a parent would like to have a photograph of their child involved in an activity or at play, they can ask a member of staff to take one using the club camera.

If permission is granted for parents to take photographs onsite or during trips/outings, parents must only take images (still or moving) of their own children and may not take images of other children unless they have permission from those parents.

Parents, staff or visitors who suspect anyone of taking images of children without consent must report the incident to the manager immediately.

Guidance

To safeguard children and practitioners online, our staff will be encouraged to refer to “Safeguarding children and protecting professionals in early years settings: online safety considerations”. (<https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations>)

All staff should read this policy in conjunction with the setting’s ‘Photography & Mobile Phones’ policy and ‘Social Media’ policy.

Related policies: See also: ***Child Protection (Safeguarding Children)***.

This Policy is adopted by: Superkids Club Ltd	Signed by: (Director) Jo Murray
Issue Date: 02/01/2026	Review Date: August 2025

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare requirements: Safeguarding Policies and Procedures [3.4-3.6], Whistleblowing [3.7,3.8]*.