

Carly's Angels Childminding

Use of Mobile Phones & Cameras Policy (Childminder & Staff/Assistants)

Date: 26 February 2026

1. Introduction

Carly's Angels is committed to safeguarding and promoting the welfare of children. This policy complies with the Data Protection Act 2018, UK GDPR, Keeping Children Safe in Education, Working Together to Safeguard Children (2018), the EYFS Statutory Framework (2023), and guidance from the Information Commissioner's Office (ICO).

2. Purpose

To ensure mobile phones, cameras and recording devices are used safely and appropriately, protecting children's privacy and personal data.

3. Arrival Procedure for Staff and Assistants

Upon arrival at the setting, all staff, assistants, volunteers and students must place their personal mobile phones and smart devices on the designated shelf in the agreed secure area. Devices must remain stored for the duration of contact time with children and must not be accessed unless in an emergency and with permission from the Designated Safeguarding Lead.

4. Use of Personal Mobile Phones

Personal phones must not be used in any child-accessible areas. Devices must be switched to silent mode while stored. Personal calls, messages and social media use are not permitted during working hours.

5. Photography & Video

Only setting-approved devices may be used to take photographs or videos of children. Written parental consent must be obtained prior to any image being taken. Images must only be used for agreed purposes such as learning journeys or displays.

6. Storage of Images

All images must be stored securely on password-protected devices in line with UK GDPR principles. Images must not be shared via social media or messaging platforms without explicit written consent. Data will be retained only as long as necessary.

7. ICO Compliance

Carly's Angels processes personal data lawfully, fairly and transparently. Records of processing activities are maintained in line with ICO expectations. Parents have the right to request access to their child's data and request deletion where appropriate.

8. Responsibilities of Childminder & Staff

The Designated Safeguarding Lead ensures this policy is implemented and reviewed annually. All assistants, volunteers, students and staff must comply fully with this policy. Any misuse must be reported immediately. Breaches may result in disciplinary action and possible referral to relevant authorities.

9. Visitors & Parents

Visitors and parents must not photograph or record other children without consent. Mobile phone use may be restricted on the premises to protect children's safety.

10. Monitoring & Review

This policy will be reviewed annually or sooner if legislation changes.