



USE OF MOBILE PHONES, CAMERAS, SOCIAL NETWORKING AND ICT

April 2017

Policy Date: _____	This policy was reviewed and adopted by the Committee of Our Lady's Pre-school.
Policy Review Date: _____	Chair Signatory: _____

[This policy runs alongside the Safeguarding policy](#)

This complies with the Statutory Framework for the Early Years Foundation Stage 2017

Legislation Links: Equalities Act 2010, Children's Act 1989, 2004, Childcare Act 2006, Data Protection Act 1998

This is a Statutory Policy

Policy statement

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones and cameras in the setting. We recognise the impact of personal use of social networking sites and follow correct procedures to protect our children and our professional position.

Procedures

Internet use and other technology

- Internet access by for all users should be managed and monitored by the manager and secure passwords should be used at all times.
- Only the manager and staff upon manager's consent can access the internet.
- Children are not permitted to access the internet.

Personal mobile phones

- Personal mobile phones belonging to members of staff are not used on the premises during working hours. Only during lunch time between 12 & 12.30pm providing there are no children
- At the beginning of each session, personal mobile phones are stored in a locked cabinet in the manager's office.
- In the event of an emergency, personal mobile phones may be used in the privacy of the office, with permission from the manager.

- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. There is an exception if a visitor's company or organisation operates a lone working policy that requires contact with the office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.
- We have a notice that advises parents/Carers/visitors that mobile phones are not to be used in the setting. If any of the above are seen to be using their mobile phone a member of staff will ask them to put it away in line with safeguarding requirements. If this is not done the person will be asked to leave the building.

Cameras and videos

- Members of staff must not bring their own cameras or video recorders into the setting.
- Written parental permission must always be sought to take still and moving images of children.
- Photographs and recordings of the children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Children's use of digital cameras can only take place with direct supervision by staff.
- Camera and video use is monitored by the setting manager.
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
- Staff should role model positive behaviour for children when taking photos or videos e.g. asking children if they mind having their picture taken or telling the children what they are doing and why.
- Images of children must only be taken when they are in full and suitable dress. In no circumstances, are images to be taken of children or young people in any state of undress. The taking or making of images in sensitive areas of the early years setting, for example, toilet cubicles and changing areas are not permitted.
- When taking a memory stick or storage device to be developed offsite, it will be logged by the designated safeguarding person and monitored carefully to ensure it is used for a suitable timescale.
- Memory sticks can only be taken off site if they do not contain any personal data. If they do then the memory stick must be suitably encrypted in accordance with the Data Protection Act 1998.

Social Networking

- Staffs personal use of social networking, social media and personal publishing sites are discussed during the staff induction process.
- When using social networking sites, confidentiality and data protection are upheld at all times.

- At no point are staff allowed to discuss any aspect of their involvement with Our Lady's Pre-school.
- Staff are not permitted to discuss children, staff or parents when using these sites at home for personal use.
- Social networking, social media and personal publishing sites are strictly prohibited within the work place.
- Staff should not be "friends" on such sites with any parents who are linked to the setting.
- Failure to adhere to this could potentially lead to disciplinary action and referral to the Local Authority Safeguarding Children Board..

Data Protection

- If any personal information or images are stored we must notify the Information Commissioners Office (ICO), this is a requirement under the Data Protection Act 1998.
- Personal Data is kept in accordance of the 8 key principles of the Data Protection Act. The eight principles are that personal data must be:
 - Processed fairly and lawfully
 - Processed for specified purposes
 - Adequate, relevant and not excessive
 - Accurate and up--to--date
 - Held no longer than is necessary
 - Processed in line with individual's rights
 - Kept secure
 - Transferred only to other countries with suitable security measures.

If the misuse of ICT or an incident related to ICT is reported to the Manager/Designated Safeguarding Person an investigation will take place under the 'What to do if an allegation of abuse is made against a member of staff' policy or the 'Child Protection Statement and Policy' Which could lead to disciplinary action and referral to the Local Authority Safeguarding Children Board and the Police.

Useful Links/Documents

Rebecca Avery, e-safety Officer, KCC document, Engaging Families in Online Safety

KSCB, Safer Practice with Technology

KCC, The use of Cameras and Images