

## Mobile Phone, Photography, Digital media, and E- Safety Policy and Procedures

### Aims

- To be clear on the responsibilities of management and staff when using mobile phones, cameras, computers and games consoles within the setting.
- To safeguard children's welfare in relation to the above areas and minimize the risk of harm.
- To fulfil legal duties in relation to personal data and other areas, e.g.: Data Protection Act 1998

### Procedures

#### Overview

Any device in the setting which is internet compatible must have appropriate filters, controls and monitoring to protect children from potentially harmful online material

Practitioners have a role in implementing strategies to help keep children safe online and to support them to develop their own understanding of online risks and how to prevent them, (cyberbullying, grooming, radicalisation and online abuse).

#### Mobile Phone Usage

*Mobile phones may be used in settings, as long as their use is appropriate. The use of a mobile phone must not detract from the quality of the supervision and care of children. The setting needs to decide whether or not this is appropriate and which option below they will adopt for their setting.*

##### a. No mobile phones

- Practitioners, volunteers, students etc will not have their private mobile phone on their person during work hours.
- Mobile phones will be stored in a secure area away from where the children are accommodated.

- Staff may use their mobile phones during their designated breaks and in an area away from the children.
- The setting's contact number will be given as an emergency number in case practitioners need to be contacted.
- Setting practitioners are not to use any mobile phone cameras to photograph the children.
- Visitors and parents will be asked to switch off their mobile phones or not to use phones while on the premises. If they need to use their mobile phone they will be asked to do so away from the children.
- If the setting is to be a mobile phone free zone a notice should be displayed outside to inform all visitors to the setting.

#### **b. Mobile phones on outings only**

- Offsite on outings, mobile phones may be very useful. Where child information is stored on a personal mobile for an outing this needs to be deleted after the outing is over. It is recommended that the senior member of staff records this occurrence. Alternatively paper information may be taken on outings.

#### **c. Mobile phones permitted**

- In the setting, use of mobile phones will be for business and emergency purposes and practitioners are not to be distracted from the care of children.
- Setting practitioners must never exchange mobile phone numbers with children in their setting.
- Setting practitioners are not to use any mobile phone cameras to photograph the children, unless, there is a designated setting mobile phone for this purpose.
- Practitioners will be held responsible for the content and security of their own phones, e.g. access to web pages. If this is deemed to be a safeguarding issue this will be dealt with in line with the settings child protection and disciplinary policy.
- Images taken of the setting or its children should be downloaded onto the settings computer/laptop only. Images must not be downloaded onto any personal computer.
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## **Digital Images**

- Written permission from parents/carers will be obtained and documented before any images of children are recorded. This may mean that separate permissions are needed for:
  - a. Evidence of EYFS tracking or play quality in the setting.
  - b. Use of images on setting website or other publicity.
  - c. Images recorded during events/ parties/ fundraising or outings.
- Parents will be made fully aware of how any images of their children may be used or must have the right to decide if they wish their children to be photographed. Parents must be able to have a say in how these photos will be used.
- Digital images will be stored in a separate file on the computer (or Cloud), which is accessed by setting practitioners only. These images will be stored in accordance with data protection laws e.g.: password protected files, cameras and memory sticks locked away.
- While using digital images, practitioners will be aware of the risk associated with taking, using, sharing, publishing and distribution of images.
- Setting practitioners will only use the setting equipment: personal equipment will NOT be used to record images of the children.
- Staff will be vigilant when taking digital/video images of the children to ensure that they are appropriately dressed.
- Staff will be aware of any child/ren who are at risk or under a supervision order, so their images are not used.
- Children's full names/names will not be used anywhere on the settings website or literature
- Individual parent's wishes will be considered.
- After a displayed photograph is taken down it will be either stored in the child's file, returned to the family or shredded

## **Computer/Laptop/Tablet**

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- Practitioners will not use the setting's computer/laptop/tablet for personal use.
- The setting will ensure that all programs used and websites accessed are appropriate and that children are not able to access or download material which is unsuitable.
- All setting files that contain personal data will be stored appropriately and securely, e.g.: password protected or locked away.
- Practitioners will not forward any of the settings work, files, information etc stored on the setting computer/laptop to their home PC, unless, this has been agreed by management as necessary practice for the setting. A log of "homework" will be kept in the setting and will be checked and signed by management on a regular basis. Any work taken home will be appropriately protected as if it were in the setting and open to scrutiny by management.
- Practitioners will not use any personal memory devices in the setting's computer/laptop. Memory sticks provided by the setting will be used for work purposes only and will not be taken off the premises.
- Generally, all ICT equipment should remain in the setting at all times. This is to minimise the risk of computer viruses and for data protection purposes.
- Practitioners will not access, copy, remove or otherwise alter any other user's files, without their expressed permission.
- All email communication will be appropriate and written in a professional manner.
- Caution should be taken if personal e-mail addresses are used on the setting/laptop.
- Illegal or inappropriate materials MUST NOT be uploaded, downloaded or accessed.
- Practitioners will ensure that setting's computer/laptop/tablet is used appropriately to avoid disabling or damaging equipment.

### **Social Networking Sites**

- Practitioners, volunteers, students, registered bodies etc should not put details of their work on any form of social networking site.

- Practitioners, volunteers, student, registered bodies etc should not engage in any on-line activity that may compromise their professional responsibilities.
- Photographs, names of, or comments about children within the setting must never be placed on any social networking site.
- Adults working with children/young people should not correspond with setting's children/families through social networking sites.
- Practitioners should be aware of possible implications when entering any personal details on any gaming or social networking sites (e.g. YouTube, Facebook, twitter etc).
- The setting's computer/laptop should only be used for setting related activities. Practitioners will not be permitted to use the equipment to access social networking sites at any time, including designated breaks.
- All communications in the setting will be transparent and open to scrutiny.
- All staff must be made aware that failure to comply with policies and procedures may result in disciplinary action being taken.

### **Games Consoles**

- Practitioners will ensure that all games consoles and games used are suitable and appropriate for the ages of children in their care.
- Use of computer consoles will be supervised and monitored and children encouraged to participate in a broad range of activities.
- All games used should be originals and not copies.
- Parents/carers should be made aware that computer games are available and have the option to request that their child does not access this equipment.
- Children should be closely supervised to ensure that they are not accessing the Internet via the console. Or if they are permitted to do so that the websites accessed are appropriate and the setting has put in place appropriate safeguards.

### **Responsibilities**

Employees/volunteers should:

- Report any concerns about any inappropriate or intrusive photographs found or any activity that raises concerns.

- Be aware that failure to comply with policies and procedures may result in disciplinary action being taken.
- Be aware that not following club guidance is potentially a child protection issue which may affect their suitability to work with children.

### **Further Information**

South West Child Protection Procedures – provide detailed online information on all aspects of child protection – [www.swcpp.org.uk](http://www.swcpp.org.uk)

Data Protection [www.ico.org.uk](http://www.ico.org.uk)