

Safeguarding children and child protection policy

Appendix 1



Use of Mobile Phones, Cameras and Technological Devices (such as I pads/ smart watches etc)

*Throughout this policy the term non-staff may include children, parents, visitors or contractors.

1. Use of staff and volunteers technological devices:

The Little Explorers Preschool recognises that staff, students and volunteers may wish to have their personal mobile phones at work for use in case of emergency. It is acknowledged that staff may also have other technological devices in their possession or within their personal belongings.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately and therefore the setting management has implemented the following policy:

- Personal mobile phones and technological devices (to include smart watches) should only be used outside of working hours and never whilst children are present.
- Personal mobile phones and technological devices should be stored in the locked cupboard under the stairs with the staffs other belongings.
- In very unusual circumstances, such as a family emergency, staff and volunteers should seek permission from the manager or employer to use their mobile phone.
- If a staff member, student or volunteer must use their mobile phone (see above) this should be away from the children and ensuring that staff supervision levels are not compromised.
- Staff, students or volunteers who ignore this policy and use a mobile phone on the setting premises without permission may face disciplinary action.
- The setting's main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.
- In circumstances such as outings and off site visits, staff will agree with their manager the appropriate use of personal mobile phones in the event of an emergency.
- Where there is a suspicion that the material on a mobile phone or technological device may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse against a member of staff' process will be followed (please refer to the setting's 'Safeguarding Policy').
- Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

2. Use of personal mobile phones, cameras and technological devices by non staff*

The Little Explorers Preschool recognises that visitors may wish to have their personal mobile phones and technological devices with them.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately and therefore the setting management has implemented the following policy:

- Mobile phones and technological devices must only be used away from the children and where possible, off site.

- In exceptional circumstances, such as a family emergency, visitors should seek permission from the setting manager to use their mobile phone.
- The setting's main telephone number can be used for emergencies.
- Photos of children must not be taken without prior discussion with the setting manager and in accordance with the Data Protection Act 2018 and using the appropriate consent form.

In circumstances where there is a suspicion that the material on a mobile phone or technological device may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the setting's 'Safeguarding Policy').

- Visitors remain responsible for their own property and will bear the responsibility of any losses.

3. Use of the setting's mobile phone, camera and technological devices

The Little Explorers Preschool provides a mobile phone, a laptop and 6 x IPAD's for staff, students and volunteers to use to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following policy applies:

- Only the camera and technological devices belonging to the setting may be used to take appropriate and relevant images of children, i.e. observations, photographs of setting events.
- Images must be used and stored in accordance with the Data Protection Act 2018.
- Under the Data Protection Act (primary) and the Equalities Act 2010 (secondary), the setting must seek parental consent to take photographs and use video recorders. The parent/carer of each child is required to complete a consent form which gives the reasons and specific purposes for photographs and images being taken (for example; 1 Consent for use of photos/video recorders for Learning diaries, 2 consent for use for Publicity and 3 consent for use for Settings website.). Parents are made aware that they have the right to withdraw consent at any time. They are also asked to sign our GDPR policy.
- Cameras and technological devices should only be used where two or more staff members are present.
- It is not appropriate to take photographs to evidence concerns a 'Log of Concern's Form and Body Map' must be used to record factual observations.
- The setting's mobile phone must only be used for work related matters.
- In circumstances where there is a suspicion that the material on the setting's mobile phone or technological devices may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the setting's 'Safeguarding and Child Protection Policy').
- The setting's mobile phone remain the property of the setting at all times and should not be taken off of the premises (with the exception of outings).
- Each key working pair is responsible for their allocated setting Ipad/ tablet. These devices should be left on the premises wherever possible, however occasionally to allow staff extra time to complete online learning diaries/ print photos they may need to take these home. Transporting information forms are to be completed each time these devices are taken off the premises and again when it is returned. These transporting information forms should be countersigned by the safeguarding lead to confirm that the devices do not contain any inappropriate images. Ipads/ tablets taken off the premises are password protected and stored in a lockable backpack whilst away from the setting and a locked cupboard whilst in the setting.
- The information contained within each learning diary is to relate to an individual, identifiable child; therefore it is to be treated as personal data. Each time a learning diary is taken off the premises to be updated; a transition form is completed and then updated when the learning

diary is returned to the setting. Learning diaries are stored in a lockable case whilst away from the setting and in a locked cupboard whilst in the setting.

- As a setting we are registered with the Information Commissioners Office (I.C.O) for data protection and our registration number is: **Z3283314**
- All images will be stored and disposed of securely. The aim will be to prevent unauthorised access, ensure confidentiality and protect identity.
- The following aspects of security are to be managed accordingly:
 1. Physical security – effective measures are in place to ensure physical security and to protect against theft, (including that of laptops, computers, cameras, and any personal data, including photographic images) which include use of locked storage whilst at the setting and locked cases whilst away from the setting.
 2. Computer security – effective measures are implemented to ensure computer security such as the use of passwords. Awareness will be raised in respect of technological advancements which could put online systems at risks.
- Security procedures are to be proportionate to the potential risks involved and must be subject to constant monitoring and review.
- Photographs will be stored on the settings laptop/ tablets, which are password protected, or on encrypted memory stick(s), until the images are no longer required or the setting ceases to operate, should this occur then all photographs will be shredded or deleted from the computer or laptop and the encrypted memory stick.
- Photos are printed or added to Tapestry by staff and images are then removed from the devices memory.
- A risk assessment has been carried out to look at transportation and storage of images outside of the setting to prevent families and friends and others accessing any personal data brought home from work by the employee. This is reviewed regularly.
- Children have their photographs taken to provide evidence of their achievements for developmental records. Photographs may be taken during indoor and outdoor play and displayed in albums or a child's development record/learning diary for children and parent/carers to look through.
- Often photographs may contain other children in the background. If a parent/carer has not completed a consent form for the relevant usage we will not use an image where that child appears in the background
- Events such as, sports day, outings, Christmas and fundraising events may be recorded by video and photographs by staff and parent/carers but always in full view of all attending. Parents/carers, staff, volunteers and students will be notified of this in advance. At the beginning of every event parents/carers, staff, volunteers and students will be reminded not to include photographs of children other than their own on social media.
- No images will be taken of children which captures them in what are commonly understood as non public activities like toileting or changing clothes, or which show body parts not usually visible in public settings.
- Use of cameras/ tablets and mobile phones is prohibited in the toilet or nappy changing area.

- If photographs of the children taking part in an activity are used to advertise/promote our setting via our Web site, in the local press etc; we do not show children who are in breach of rules or are behaving in a reckless or dangerous fashion.
- To encourage children's development, children have supervised access to the settings devices. These are set up with age appropriate games and apps. Children take photographs and videos on the devices and are fully supervised by staff members doing this. Photographs taken on these devices will be deleted, once printed if not before. Please refer to E-safety section of child protection policy.
- Children are not permitted to bring mobile phones or devices from home into preschool.
- We will do our up most to protect children's identity: We will not photograph children where consent is not given.
- The settings mobile phone is labelled as such and is kept in a locked cupboard in the playroom.
- Staff will be vigilant when children are in the outside area to prevent unauthorised persons taking photographs or recording images.
- Driving: if any practitioner is required to drive in a working capacity, and has responsibility for the work mobile, the phone must be switched off whilst driving. It is strongly recommended that practitioners follow the same procedures regarding their personal mobile phones.
- Under no circumstances should practitioners drive whilst taking a phone call. This also applies to hands-free and wireless connections.
- A breach of this policy could result in disciplinary action and staff allegations procedure will be followed.

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