

Tickton pre-school and Tickton Play Pals.

Safeguarding and Health and Safety.

Mobile Phone and External Camera (Personal Camera) use Policy.



Tickton Pre-school and Play Pals

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Safeguarding.

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS) - Safeguarding And Welfare Requirements.

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child

Positive Partnerships

Enabling Environment

Learning and Developing

(This policy includes all parents/carers, staff, visitors and children).

EYFS – The Safeguarding and welfare requirements.

Policy statement

Tickton Pre-school and Play Pals embraces new technology but has a mobile phone and camera policy on personal phone and camera use - to protect children in the pre-school and Play Pals from abuse and misuse of their images. The setting allows staff to bring in personal mobile telephones and devices for their own use, **in their own time**, away from the children - These must be stored in the setting staff area only. It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

Mobile Phone and External Camera (Personal Camera) use Policy.

Procedures

- Users bringing personal devices into the setting must ensure there is no inappropriate or illegal content on the device.
- All staff must ensure that their mobile telephones/devices are left inside their handbag/bag throughout any contact time with children. Staff bags must be placed in the staff area and **NEVER** used in the setting or around children.
- Tickton Pre-school and Play Pals respects that members of staff may bring their phones to work, for use in receiving emergency phone calls. All phones must be stored in the staff kitchen area only and stored in staff's personal bags.
- The receiving and making of calls should be kept to a minimum and limited to important calls only.
- The pre-school land line phone may be used by staff. If staff have a personal emergency they are able to use the landline telephone in the setting, with permission from the Manager. If any staff member has a family emergency or similar, they are permitted to give the telephone number of the setting to family members/ partners/ children.
- **NO MOBILE PHONES TO BE USED IN SETTING.**
- **Mobile phone calls may only be taken during staff breaks or in staff members' own time.**
- It is not acceptable for any member of staff to take a photograph in the setting on their personal mobile phones or cameras.
- **No staff member may bring in a personal camera to the setting. Setting cameras must be used ONLY.**
- Staff members will only be permitted to take the designated settings mobile phones on outings and school runs (no pictures can be taken on this phone). The settings mobile phone is only to be used in the event of an emergency. Staff members must not take their personal mobile phones on outings or school runs.
- Staff need to ensure that the Manager has up to date contact information and that staff make their families, children's schools etc, aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- All parent helpers/students and visitors will be requested to place their bag/ handbag containing their phone in the staff kitchen area only and asked to take or receive any calls in the office area only.

Mobile Phone and External Camera (Personal Camera) use Policy.

- Under **no circumstances** should photos be taken on mobile phones of children, parents, staff members or visitors.
- No mobile phone or personal camera is to be brought/carried into the pre-school main hall area, WC areas, small hall area, store room or children's WC area at any time. Staff must check pockets to ensure this doesn't happen accidentally.
- All parents must be asked not to use mobile phones inside the setting and no mobile phone must be used to take photographs.
- Any staff using a phone to take photos within the setting will have it removed from their person and safeguarding and disciplinary procedures will be followed immediately.
- Staff must only use the pre-school cameras to take photos and this must not be downloaded onto any personal computers except the manager's pre-school laptop which is password protected and covered by data protection. Only the pre-school printer may be used to print photographs for displays, for parents (settling in), for observations/assessments and EYFS profiles.
- No electronically copies of photographs should be passed to outside agencies unless educational use has been agreed and signed for by parents and the setting manager.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the settings Manager or Leader.
- Concerns will be taken seriously, logged and may be investigated appropriately.

What to do if a child brings a camera or i-pad/tablet device to the setting:

- This mobile phone or tablet device must be confiscated out of the main setting (and if possible given to parents/carers to take home).
- If unseen initially - ask the child if they have taken any photographs/images/videos using the device - **if yes**, ask the child to delete the photographs with you observing - watch to ensure this happens.
- This incident must be recorded and discussed with parents/carers and setting manager to re-confirm our **NO MOBILE PHONE** policy.

Cameras

- Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements. This is an effective form

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of recording their progression in the Early Years Foundation Stage. They may also be used on our website and/or by the local press with permission from the parents.

- However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.
- Parents will be requested to sign a consent form for staff to take photographs of their child and the parent will be informed, of the purpose of these photographs and where they will be displayed.
- The setting is registered with the Information Commissioners Office (ICO) and adheres to Data Protection Legislation.
- Only the designated setting camera is to be used to take any photo within the setting or on outings.
- Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of the camera and the memory card; this should be stored securely at the end of the day.
- Images taken and stored on the camera and memory card must be downloaded as soon as possible, ideally once a week.
- Images must only be downloaded by the nominated senior member of staff, on-site.
- Photographs should then be distributed to members of staff (Key Persons) to record in children's Learning Journeys
- Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Manager or Leader.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager or Leader must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.
- **Failure to adhere to the contents of this policy may lead to disciplinary procedures being followed.**

Legal framework and further guidance:

- Working together to safeguard children, Early Years Foundation Stage Statutory Framework (EYFS) – The Safeguarding and Welfare Requirements, Data Protection Policy, Confidentiality policy.