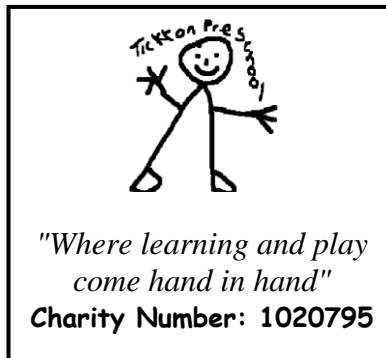


Tickton pre-school and Tickton Play Pals.

Safeguarding and Health and Safety.

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



[Tickton Pre-school and Play Pals Mobile Phone, External camera \(personal camera\) Use, Personal devices and Wearable technology Policy.](#)

[Safeguarding and Child Protection.](#)

[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

EYFS

Working Together to Safeguard Children

Links with setting policies (read policies in conjunction with each other):-

- Safeguarding and Child Protection Policy and Procedures, Including Managing Allegations of Abuse Against a Member of Staff. Prevent Duty and FGM. Monitoring child absence.
- Links to 'Staff code of conduct'.
- Tickton Pre-school and Play Pals Acceptable use of ICT and Social Media Policy. Including safeguarding children and protecting professionals. Acceptable Internet use. Acceptable Social Networking use. Digital Images Policy - Staff acceptable use agreement.
- Tickton Pre-school and Play Pals E-Safety Audit.
- Tickton Pre-school and Play Pals Confidentiality Policy.

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

This Policy includes all parents, carers, staff, visitors and children.

EYFS – The Safeguarding and welfare requirements.

Policy statement

We recognise that people may wish to have their personal mobile phones at work for use in case of emergency. It is acknowledged that people may also have other technological devices in their possession or within their personal belongings. The Safeguarding of children at our pre-school is paramount and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately and therefore the setting has implemented the following policy to protect children at Tickton Pre-school and Play Pals from abuse and misuse of their images.

Procedures

Tickton Pre-school does not permit the use of any personal mobile phone, camera or wearable technology (for example; an iWatch) by staff where children are present. Tickton Pre-school allows staff to bring their personal mobile telephones to work but these must only be used in own time, away from children (for example on lunch breaks). Staff mobile phones must be stored and accessed in the settings staff area only – this is not assessable to children. It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used or shared.

Tickton Pre-school and Play Pals is a total MOBILE FREE ZONE there are signs displayed around the inside and outside of the setting to remind parents and visitors.

Users bringing personal devices into the setting must ensure there is no inappropriate or illegal content on the device.

Parents and carers must not use their mobile phones in the setting.

All staff must ensure that their mobile telephones and devices are left inside the staff area throughout any contact time with children. Staff bags must be placed in the staff area and **NEVER** used in the setting or around children.

The receiving and making of important 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 can 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. Mobile phone calls may only be taken during staff breaks or in staff members' own time.

No member of staff, volunteer, parent or child may take a photograph in the setting on their personal mobile phone or camera.

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

No staff member may bring in a personal camera to the setting. Setting cameras must be used ONLY.

Staff members may only use their designated setting camera to take setting pictures (these are labelled). The setting has a designated mobile phone that can be used on outings and school runs (no pictures can be taken using this phone). Staff members must not take their personal mobile phones on outings or school runs.

If it is suspected that a staff mobile phone or technological device may contain unsuitable material, the nature of the material should be documented and the Designated Safeguarding Lead (Helen Turner) must be informed. The process outlined in the Safeguarding Policy will be followed, including taking advice from external agencies (e.g. police, LADO) as appropriate.

Staff need to ensure that the Manager has their 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 visitors, parent helpers and students will be asked to place their bag/ handbag containing their phone in the staff kitchen area during visits and asked to take or receive any calls in the office area only.

Staff who refuse to comply with the policy or who are found with their mobiles during the pre-school day will face disciplinary action.

Staff must exercise caution when using mobile phones and technological devices outside of working hours. This includes the accessing of social networking sites being aware of the potential risks to themselves and others. This includes not contacting or accepting requests on social media sites from parents or pupils and ensuring their own privacy settings are robust.

- 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 and/or small hall area at any time. Staff must check their 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.

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

Staff must only use the dedicated pre-school cameras to take photos (these are labelled). Photographs must not be downloaded onto any personal computers except if required using the dedicated pre-school laptops which are password protected and covered by setting data protection. Only the pre-school printers may be used to print photographs for displays, for parents (settling in), for observations/assessments and EYFS profiles. All setting cameras must be used in line with setting policy – staff **MUST** read and sign the 'Tickton Pre-school and Play Pals Acceptable use of ICT and Social Media Policy. Including safeguarding children and protecting professionals. Acceptable Internet use. Acceptable Social Networking use. Digital Images Policy - Staff acceptable use agreement'.

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 (DSL). Safeguarding and child protection policies must be followed at all times.

Parents and carers are informed that whilst they can take pictures and videos of their OWN children during a performance these are not to be shared on social media sites and they are for their own personal use. Permission will be sought, prior to any performances, from parents and carers of all children taking part, for agreement to a recording take place i.e. in the event of a school video being produced. If permission is denied, then this would be made clear to all parents before the performance took place.

Concerns must always be taken seriously, logged and 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

- **ONLY** setting cameras and the setting i-pod may be used to capture images of children's learning at Tickton Pre-school – **NO personal devises are permitted to be used.**

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

- 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 of recording their progression in the Early Years Foundation Stage. They may also be used on our website, Facebook page and/or by the local press with the written permission of parents/carers. Images taken on setting cameras must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- It is essential that photographs are taken and stored appropriately to safeguard the children in our care – our settings confidently and GDPR policy must always be followed.
- Parents will be requested to sign a consent form for staff to take photographs of their child. Parents/carers will be informed of the purpose of these photographs and where they will be displayed. Parents must make written agreement for their child's photograph to appear on the settings website and/or Facebook Page. Staff must remember that parents/carers may remove their permission at any time.
- The setting is registered with the Information Commissioners Office (ICO) and adheres to Data Protection Legislation and the GDPR.
- Parents and carers are informed that whilst they can take pictures and videos of their OWN children during a performance these are not to be shared on social media sites and they are for their own personal use. Permission will be sought, prior to any performances, from parents and carers of all children taking part, for agreement to a recording take place i.e. in the event of a school video being produced. If permission is denied, then this would be made clear to all parents before the performance took place.
- Staff are responsible for the location of their digital camera and the memory card; this should be stored securely at the end of the day in the setting and never take home. This will be monitored by setting managers. Children may use setting cameras under appropriate adult supervision to record their learning and ideas.
- Images taken and stored on setting cameras must be downloaded as soon as possible, ideally once a week and then deleted.
- Images must only be downloaded to the settings Facebook page and website by the nominated senior member of staff on-site.
- Under no circumstances must cameras of any kind be taken into setting bathrooms/WC areas. If photographs need to be taken in a bathroom, i.e. photographs of children washing their hands, then the manager must be asked first, and practitioners must be supervised whilst carrying out this observation. At all times cameras must be placed in a prominent place where it can be seen.

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

- **Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.**

Tickton Pre-school and Play Pals uses the NSPCC guide on sharing photographs of children on line: -

Photography and sharing images, recoding children during events and activities.

It's important that children and young people feel happy with their achievements and have photographs and films of their special moments. Family and friends also want to be able to share the successes of their children when they have been part of a special event or activity. However, it's also important to be aware of child protection and safeguarding issues when people are taking photos or filming at events.

Risk factors - Some of the potential risks of photography and filming at events include: -

- Children may be identifiable when a photograph is shared.
- inappropriate photographs or recorded images of children
- inappropriate use, adaptation or copying of images.

Tickton Pre-school and Play Pals photography policy

- Do not use children's names in photograph captions.
- Ensure written parental permission is obtain with consent for a child to be photographed and videoed for use on setting social media and webpages.
- Obtain the child's permission to use their image and take their photograph.
- Only use images of children in suitable clothing to reduce the risk of inappropriate use. Some activities, for example swimming and drama, present a much greater risk of potential misuse.
- Never use images accompanied by personal information, such as the name of a child, this could be used to learn more about a child prior to grooming them for abuse.
- State expectations to professional photographers or the press who are invited to an event. These should make clear the organisation's expectations of them in relation to child protection.

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

- Do not allow photographers unsupervised access to children. Do not approve photography sessions outside the event or at a child's home.

Seeking consent for children and young people

Children should always be consulted about the use of their photograph. This ensures they're aware that the image is taking place and understand what the picture is going to be used for. For young people under 18 get parental consent to use an image for promotional purposes. Make sure parents and carers are aware of your school or organisation's photography policy. Ask parents to sign a consent form for use of their child's images and keep a record.

Storing images securely.

Images or video recordings of children must be kept securely. Hard copies of images should be kept in a locked cupboard and electronic images should be in a protected folder with restricted access.

Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Do not use any personal equipment to take photos and recordings of children and use only cameras or devices belonging to Tickton Pre-school and Play Pals.