**St. George Preschool CIO**

**Photography, Video, Mobile Phone and E- Safety Policy and Procedures**

**ICT, digital and mobile technology resources are now regarded as essential to support learning, teaching and personal and social development. They form part of an essential life skill. When using technology with young children and adults in their setting, professionals need to ensure that the resource is used safely and responsibly. This policy sets out some guidelines for you to use**

**Aims**

* To be clear on the responsibilities of management and staff when using cameras, mobile phones and computers 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**

**Digital and Video 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:

1. Evidence of EYFS tracking or Play quality in the setting.
2. Use of images on setting website or other publicity.
3. Images recorded during events/ parties/ fundraising or outings.

* Parents must 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, which is accessed by setting practitioners only. These images must be stored in accordance with data protection laws e.g.: password protected files, cameras and memory sticks locked away.
* While using digital images, practitioners should be aware of the risk associated with taking, using, sharing, publishing and distribution of images.
* Setting practitioners must only use the setting equipment: personal equipment must NOT be used to record images of the children.
* Staff should be vigilant when taking digital/video images of the children to ensure that they are appropriately dressed.
* Children’s full names/names will not be used anywhere on the settings website or literature
* Individual parent’s wishes must be considered.
* After a photograph is taken down it will be either stored in the child’s file, returned to the family or shredded

**Mobile Phone Usage**

* The preschool mobile phone will be used to ensure that parents can communicate with the preschool.
* In the setting, the use of the preschool mobile phone will be for business and emergency purposes.
* Setting practitioners are not to use any mobile phone cameras to photograph the children.
* Practitioners, volunteers, students etc will not have their private mobile phone on their person during work hours.
* Mobile phones will be kept in a secure area away from where the children are accommodated.
* 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.
* 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.
* Visitors and parents will be asked to switch off their mobile phones and not to use phones while on the premises. If they need to use their mobile phone they will be asked to leave the premises. Visitors and parents may not use their mobile phones or tablets to take photographs whilst on the premises.
* As a mobile phone free zone notices will be displayed outside to inform all visitors to the setting.

**Mobile phones on outings only**

Where trips are taken outside of the setting a Preschool mobile phone will be provided. This number will be recorded in the outings book. No images are to be taken on this mobile phone and any records will be recorded on the Preschool iPad.

**Computer and Laptop**

* Practitioners should not use the setting’s computer/laptop 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 should 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. Any work taken home needs to be appropriately protected as if it were in the setting and open to scrutiny by management.
* Practitioners should not use any personal memory devices in the setting’s computer/laptop. Memory sticks provided by the setting should be used for work purposes only and should not be taken off the premises.
* 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 should not access, copy, remove or otherwise alter any other user’s files, without their expressed permission.
* All email communication should be appropriate and written in a professional manner.
* Caution should be taken if personal e-mail addresses are used on the setting/laptop.
* E-mail attachments should only be opened if they are from a source known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
* Illegal or inappropriate materials MUST NOT be uploaded, downloaded or accessed.
* Practitioners should ensure that setting’s computer/laptop is used appropriately to avoid disabling or damaging equipment.

**Social Networking Sites**.

* Social networking sites (e.g. Facebook and Twitter) can be a useful advertising tool for early years settings and can often be an effective way of engaging with young or hard to reach parents. Due to the public nature of social networking and the inability to keep content truly private, great care must be taken in the management and use of such sites
* Practitioners, volunteers, students, registered bodies etc will not put details of their work/place on any form of social networking site.
* To maintain professional distance and to avoid unwanted contact, staff should not link their personal social networking accounts to the setting’s page.
* No staff are permitted to ‘friend’ parents/carers currently accessing the preschool. New staff starting with the Preschool will be asked to defriend these people also. A safeguarding message is available on request explaining the reason for defriending if required.
* Practitioners, volunteers, student, registered bodies etc should not engage in any on-line activity that may compromise their professional responsibilities.
* Practitioners, volunteers, student, registered bodies etc will be very cautious when posting online re; content. All are to be mindful that once content is placed online, even if swiftly removed, can remain out in the ether accessible to all.
* All staff, volunteers, students etc are to adapt their privacy settings to ensure that only friends can see their personal social networking profiles. In the case of social media sites where you cannot control who sees the content please see point above.
* Photographs, names of, or comments about children within the setting must never be placed on any social networking site.
* Adults working with children 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/email/online purchasing at any time, including designated breaks.
* All communications in the setting should be transparent and open to scrutiny.
* If practitioners or children discover unsuitable sites, the URL (address) and content must be reported to the Manager.
* All staff should be made aware that failure to comply with policies and procedures may result in disciplinary action being taken.

**Responsibilities**

This means that adults/preschool practitioners/employees should:

* Report any concerns about any inappropriate or intrusive photographs found or any activity that raises concerns.
* All staff should be made aware that failure to comply with policies and procedures may result in disciplinary action being taken.
* Be aware that not following preschool 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)

Guidance for Safer Working Practice for Adults who work with Children and Young People - DCSF [www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00311/](http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00311/)

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

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Signed By: Sharon Carstairs Signature:

Role of signatory: Manager

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