



Fyfield Village Pre-School

1.6 Use of mobile phones and cameras

Policy statement

We take steps to ensure that there are effective procedures in place to protect children, young people and vulnerable adults from the unacceptable use of Information Communication Technology (ICT) equipment or exposure to inappropriate materials in the setting.

Procedures

Our designated person responsible for co-ordinating action taken to protect children is:
Lisa Carey

Information Communication Technology (ICT) equipment

- Only ICT equipment belonging to the setting is used by staff and children.
- The designated person is responsible for ensuring all ICT equipment is safe and fit for purpose.
- The designated person ensures that safety settings are set to ensure that inappropriate material cannot be accessed.

Internet access

- Children do not have access to the internet.
- Children are taught the following stay safe principles in an age appropriate way prior to using the internet;
 - only go on line with a grown up
 - be kind on line
 - keep information about me safely
 - only press buttons on the internet to things I understand
 - tell a grown up if something makes me unhappy on the internet
- Designated persons will also seek to build children's resilience in relation to issues they may face in the online world, and will address issues such as staying safe,

having appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age appropriate ways.

- Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at www.iwf.org.uk.
- Suspicions that an adult is attempting to make inappropriate contact with a child on-line is reported to the National Crime Agency's Child Exploitation and Online Protection Centre at www.ceop.police.uk.
- The designated person ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.
- If staff become aware that a child is the victim of cyber-bullying, they discuss this with their parents and refer them to sources of help, such as the NSPCC on 0800 800 5000 or www.nspcc.org.uk, or Childline on 0800 1111 or www.childline.org.uk.

Email

- Children are not permitted to use email in the setting. Parents and staff are not permitted to use setting equipment to access personal emails.
- Staff do not access personal or work email whilst supervising children.
- Staff send personal information by encrypted email and share information securely at all times.
- The work email can be accessed by the manager, deputy manager and secretary only on the main black iPad (this iPad is only accessed by the manager, deputy manager and secretary).

Mobile phones – children

- Children do not bring mobile phones or other ICT devices with them to the setting. If a child is found to have a mobile phone or ICT device with them, this is removed and stored in the locked box in the store room until the parent collects them at the end of the session.

Mobile phones and smart watches – staff and visitors

- Personal mobile phones are not used by our staff on the premises during working hours. They will be stored in the locked box in the store room.
- In an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the manager.

- Our staff and volunteers ensure that the setting telephone number is known to family and other people who may need to contact them in an emergency.
- If our members of staff or volunteers take their mobile phones on outings, for use in case of an emergency, they must not make or receive personal calls, or take photographs of children.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. We make an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where no children are present.
- These rules also apply to the use of work-issued mobiles, and when visiting or supporting staff in other settings.
- Staff /volunteers are not permitted to wear smart watches (which allow photos to be taken), or have them on their persons, during work.
- Parents and visitors are politely asked to remove smart watches whilst visiting the setting.
- Where parents or visitors wear other recording devices eg cameras on bicycle helmets, they will also be asked for these to be switched off and removed.

Cameras and videos

- Our staff and volunteers must not bring their personal cameras or video recording equipment into the setting – including smart watches that are photos can be taken on.
- Photographs and recordings of children are only taken for valid reasons i.e. to record their learning and development, or for displays within the setting, with written permission received by parents (see the Registration form). Such use is monitored by the manager.
- Where parents request permission to photograph or record their own children at special events, general permission is gained from all parents for their children to be included. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children.
- If photographs of children are used for publicity purposes, parental consent must be given and safeguarding risks minimised, for example, ensuring children cannot be identified by name.

Social media

- All staff are not permitted to be 'friends' or 'follow' parents and carers on any social media website while their child attends Fyfield Village Pre School.

- Any member of staff or student found to be posting remarks or comments that breach confidentiality and or are deemed to be of a detrimental nature to the Pre-School or other employees or posting/publishing photographs of the setting, children or staff unless staff permission has been gained may face disciplinary action in line with the Pre-School's disciplinary procedures. Students will be asked to leave immediately.
- Pre-School has a Facebook and Instagram account used for promotional purposes and sharing updates with parents. Both accounts can be accessed by the manager, deputy manager and secretary only on the main black iPad (this iPad is only accessed by the manager, deputy manager and secretary). No other staff members are able to access this iPad or the social media accounts.
- Parents must give written permission for their child's picture or video to be shared on social media.

iPads

- There are four iPads belonging to Pre-School – three that all staff members are able to use and one which can only be used by the manager, deputy manager and secretary (this is because this has access to work emails, social media accounts and confidential information).
- Staff iPads are used to access Tapestry and do observations on the children only. Use for anything other than this is not permitted.
- iPads are kept in a locked cupboard overnight and are never taken home.

Use and/or distribution of inappropriate images

- Staff are aware that it is an offence to distribute indecent images. In the event of a concern that a colleague or other person is behaving inappropriately, the Safeguarding Children and Child Protection policy, in relation to allegations against staff and/or responding to suspicions of abuse, is followed
- Staff are aware that grooming children and young people on line is an offence in its own right and concerns about a colleague's or others' behaviour are reported (as above).

Further guidance

NSPCC and CEOP *Keeping Children Safe Online* training: www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/

This policy was adopted at a meeting of	Fyfield Village Pre-School Ltd
Held on	August 2019
Date to be reviewed	August 2020
Signed on behalf of the provider	
Name of signatory	Lisa Carey
Role of signatory (e.g. chair, director or owner)	Director

