



Mobile Phone, Photography, Digital media, and E-Safety Policy and Procedures

Aims

- To be clear on the responsibilities of management and staff when using mobile phones, cameras, computers and games consoles 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.: The Data Protection Act 2018 and the General Data Protection Regulation (GDPR)

Procedures

Overview

Any device owned by the setting which is internet compatible and used by the children must have appropriate filters, controls and monitoring to protect children from potentially harmful online material. Employees have a role in implementing strategies to help keep children safe online and to support them to develop their own understanding of online risks and how to prevent them, (cyberbullying, grooming, radicalisation and online abuse).

Mobile Phone Usage

Note: For the purpose of this policy, mobile phone usage also includes the use of other technological personal devices, including smartwatches and any other personal device with camera, video or recording technology.

Mobile phones may be used in settings, as long as their use is appropriate. The use of a mobile phone must not detract from the quality of the supervision and care of children. The setting needs to decide whether or not this is appropriate and which option below they will adopt for their setting.

a. No Mobile Phones

- Employees, volunteers, students etc will not have their private mobile phone or technological device (see note) on their person during work hours.
- Mobile phones will be stored in a secure area away from where the children are accommodated.



- 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 employees need to be contacted.
- Setting employees are not to use any mobile phone cameras to photograph the children, other than on the designated work mobile phone.
- Visitors and parents will be asked to switch off their mobile phones or not to use phones while on the premises. If they need to use their mobile phone they will be asked to do so away from the children.
- Mobile phone free zone notices must be displayed outside to inform all visitors to the setting. Regular reminders are to be put in the newsletters, and emailed out to all parents and carers.

b. Mobile Phones on Trips Only

- Offsite on trips, mobile phones may be very useful. Where child information is stored on a personal mobile for an outing this needs to be deleted after the outing is over. It is recommended that the Manager records this occurrence. Alternatively paper information may be taken on outings.
- Other technological personal devices are not permitted.

c. Mobile Phones Permitted

- In the setting, use of mobile phones will be for business and emergency purposes and employees are not to be distracted from the care of children. Other technological personal devices are not permitted.
- Setting employees must never exchange mobile phone numbers with children in their setting.
- Setting employees are not to use any mobile phone cameras to photograph the children, unless, there is a designated setting mobile phone for this purpose.
- Employees 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.



- Images taken of the setting or its children should be downloaded onto the settings computer/laptop only. Images must not be downloaded onto any personal computer.
- Offsite on outings, mobile phones may be very useful. Where children's information is stored on a personal mobile for an outing this needs to be deleted after the outing is over. It is recommended the Manager records this occurrence. Alternatively paper information may be taken on outings.

d. Children's Mobile Phones/Devices

- While they are at After School Club, children will be required to leave it in their bag at all times.
- While at Holiday Club, children will be required to hand them in to a Playworker on arrival, who will store it in a secure location inaccessible to children until the end of the session.
- Parents/carers will be informed that children's phones/devices are not covered by the settings insurance policy
- Employees will signpost parents to information on how to set up, filter and control their child's device to reduce the risk of them accessing harmful online material.

e. Parent/Carer Phones/Devices

- While on the premises parents/carers will be asked to put their phones away by members of staff.

Digital 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:
 - a. Evidence of EYFS tracking or play quality in the setting.
 - b. Use of images on setting website or other publicity.
 - c. Images recorded during events/ parties/ fundraising or outings.
- Parents will 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 (or Cloud), which is accessed by setting employees only. These images will be stored in accordance with data protection laws e.g.: password protected files, cameras and memory sticks locked away.
- While using digital images, employees will be aware of the risk associated with taking, using, sharing, publishing and distribution of images.
- Setting employees will only use the setting equipment: personal equipment will NOT be used to record images of the children.
- Staff will be vigilant when taking digital/video images of the children to ensure that they are appropriately dressed.
- Staff will be aware of any child/ren who are at risk or under a supervision order, so their images are not used.
- Children's full names will not be used anywhere on the settings website or literature
- Individual parent's wishes will be considered.
- After a displayed photograph is taken down it will be either stored in the child's file, returned to the family or shredded

Work Laptops

- Employees will not use work laptops for personal use.
- Laptops that contain personal data will be stored appropriately and securely, e.g., password protected or locked away.
- Employees will not use any personal memory devices in the setting's computer/laptop. Memory sticks provided by the setting will be used for work purposes only.
- Generally, work laptops should remain at home. This is to minimise the risk of computer viruses and for data protection purposes.
- All email communication will be appropriate and written in a professional manner.
- Caution should be taken if personal e-mail addresses are used on the setting/laptop.



- Illegal or inappropriate materials MUST NOT be uploaded, downloaded or accessed.
- Employees will ensure laptops are used appropriately to avoid disabling or damaging equipment.

Social Networking Sites

- Employees, volunteers, students, registered bodies etc should avoid putting details of School's Out Henleaze on any form of social networking site.
- Employees, volunteers, student, registered bodies etc should not engage in any on-line activity that may compromise their professional responsibilities.
- Employees will declare any pre-existing friendships with parents/carers to the manager and commit to keeping work/life boundaries.
- Employees, volunteers, student, registered bodies etc must be very cautious about the content they post online. Everyone in the setting must be mindful that once content is placed online, even if swiftly removed, can remain out in the ether accessible to all.
- 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/young people should not correspond with setting's children through social networking sites.
- Employees should be aware of possible implications when entering any personal details on any gaming or social networking sites (e.g., YouTube, Facebook, Twitter etc).
- Work laptops should only be used for setting related activities.
- All communications in the setting will be transparent and open to scrutiny.
- All staff must be made aware that failure to comply with policies and procedures may result in disciplinary action being taken.

Games Consoles

- Employees will ensure that all games consoles and games used are suitable and appropriate for the ages of children in their care.



- Use of computer consoles will be supervised and monitored and children encouraged to participate in a broad range of activities.
- All games used should be originals and not copies.
- Children should be closely supervised to ensure that they are not accessing the Internet via the console. Or if they are permitted to do so that the websites accessed are appropriate and the setting has put in place appropriate safeguards.

Responsibilities

Employees/volunteers should:

- Report any concerns about any inappropriate or intrusive photographs found or any activity that raises concerns.
- Be aware that failure to comply with policies and procedures may result in disciplinary action being taken.
- Be aware that not following club guidance is potentially a child protection issue which may affect their suitability to work with children.

Helping Children Keep Safe Online

Employees have a responsibility to help children stay safe online both in and outside of the setting i.e.

- By supporting children to develop their own understanding of the online risks they may face.
- How to prevent or reduce risks.
- How and where to get help and support.



Further Information

South West Child Protection Procedures – provide detailed online information on all aspects of child protection – <https://www.proceduresonline.com/swcpp/>

Data Protection www.ico.org.uk

Internet Matters – Helping parents keep their children safe online
www.internetmatters.org