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 UK General Data Protection Regulation (UK-GDPR)

Procedures

Overview

Any device in the setting, which is internet compatible must have appropriate filters, controls and monitoring to protect children from potentially harmful online material.

Mobile Phone Usage

Note: For the purpose of this policy, mobile phone usage also includes the use of other technological personal devices, including smartwatches, smart glasses 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.

- Playworkers, 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.

- Playworkers are not to use any personal mobile phone cameras to photograph the children.

- Playworkers must never exchange mobile phone numbers with children in the setting.

- Playworkers may use their mobile phones during their designated breaks and in an area away from the children. They will be held responsible for the content and security of their own phones, e.g., access to web pages.

- Playworkers are not to use any mobile phone cameras to photograph the children, other than on the designated work mobile phone.

- Any breach of this guidance will be dealt with in line with the Safeguarding and Child Protection policy and Staff Disciplinary Procedures.

Work Devices

- The setting's contact number will be given as an emergency number in case Playworkers need to be contacted.

- The setting's mobile phone will only be used for business and emergency purposes, as a point of contact and to photograph children. It will be pin or password protected.

Other People in Setting

- 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.

Mobile Phones Off-Site

Offsite on outings, mobile phones may be very useful - preferably these will be the settings phones. If children's contact information is stored on a personal mobile for an outing, this will be deleted after the outing is over. A senior member of staff will witness this and record that it has been done. Alternatively, paper information may be taken. Other technological personal devices are not permitted.

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

- Playworkers 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.

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 Playworkers 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, Playworkers will be aware of the risk associated with taking, using, sharing, publishing and distribution of images, Including the risk of AI tools.

- Playworkers will only use the setting equipment: personal equipment will NOT be used to record images of the children.

- Playworkers will be vigilant when taking digital/video images of the children to ensure that they are appropriately dressed.

- Children's full names will not be used anywhere on the settings website or literature

- Individual parent's consent will be followed in all circumstances.

- 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

- Staff 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.

- Playworkers 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.

- 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.

- Playworkers will ensure laptops are used appropriately to avoid disabling or damaging equipment.

Social Networking Sites

- Playworkers, volunteers, student, registered bodies etc should not engage in any online activity that may compromise their professional responsibilities.

- Playworkers will declare any pre-existing friendships with parents/carers to the manager and commit to keeping work/life boundaries.

- Playworkers, 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.

- Adults working with children/young people should not correspond with setting's children through social networking sites.

- Playworkers 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

- Playworkers 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

Playworkers 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

Staff have a responsibility to help children stay safe online both in and outside of the setting. They will support children to:

- Develop their understanding of the online risks they may face.
- Understand how to prevent or reduce risks.
- Identify how and where to get help and support.

We will develop an online safety strategy for children and their parents and carers.

See also our Online Use and Safety Policy.

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