

**General Welfare Requirement:** *Safeguarding and Promoting Children's Welfare*

*Glebe House School Early Years staff must take necessary steps to safeguard and promote the welfare of children*

## **Safeguarding children**

### **1.11. Safeguarding children and protecting them from inappropriate use of cameras, mobile phones, video cameras etc**

#### **Policy statement**

Our setting works together with parents, carers and visitors to ensure that children are protected from the misuse of cameras, mobile phones, video cameras, social media etc, by staff seeking parental permission as to whether photo's etc can be taken of their children. Also staff are given strict guidance on the use of all forms of IT, so that photos and videos are only used in a positive, safe way to record children's milestones and achievements, which may be shared with their friends and family. The nursery also recognises the importance of not talking on mobile phones whilst with children, unless in an emergency situation, due to the fact that staff may not be as vigilant at spotting potential risks.

We believe our staff should maintain a professional approach at all times and during their hours of working be completely attentive to ensure all children in the setting receive good quality care and education. This policy focuses on the use of mobile phones and cameras, retractions placed on staff when accessing social networking sites and parents requests for babysitting.

The setting has a high reputation to up keep and comments on sites such as "face book" could have an impact on how parents using the nursery view the staff and how staff view the parents. This may affect decision making in ensuring that all children are kept safe from a safeguarding point of view.

#### **EYFS key themes and commitments**

|                       |                               |                              |                                 |
|-----------------------|-------------------------------|------------------------------|---------------------------------|
| <b>A Unique Child</b> | <b>Positive Relationships</b> | <b>Enabling Environments</b> | <b>Learning and Development</b> |
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## Procedures

- Working with children may involve taking or recording images. It is important that this is done in ways that are legal and that safeguard the privacy, dignity, safety and wellbeing of children. It is important that adults are sensitive to any child who appears uncomfortable about being photographed or filmed, whatever the reason.
- On enrolment to nursery/reception parents/carers are asked to sign consent forms stating if they are happy for photos to be taken of their children, and displayed in various ways, please refer to Forms for Completion Form, for further information. Informed written consent for looked after children must be obtained from the child's social worker and not their carer.
- Once parents have signed their Forms for Completion the information is collated and stored in a file for each year group, so key persons and all staff within the EYFS are aware if individual children are allowed to have their photos taken or not
- All staff must respect parental/carer choice and not take photos without permission cameras and tablets are owned by the setting for recording images of children's activities and achievements. The equipment must all be stored confidentially in a locked cabinet at all times.
- Recording of images must always be appropriate and proportionate to the activity undertaken. It is not considered good practice to remove images from the setting or complete learning stories away from the setting due to data protection security of children's records and confidentiality.
- Staff must also ensure that if a parent has requested that other parents can not take photos of their child at EYFS functions such as sports days etc, that all parents are made aware that photos can not be taken at any functions whilst the nominated children are attending- this should be done verbally and by program if appropriate for the event
- Photos taken for the purpose of All About Me Books and wall displays should only ever be used to evidence children's enjoyment, learning and development. This evidence should only be taken using the nursery/school camera.
- Staff are not permitted to use their own cameras, mobile phones, smart watches or video cameras etc, all personal equipment must be left in the nursery office or staff will be issued with a verbal warning, which could lead to formal enquiry.
- Only mobile phones used by managers to ensure the effective operation of the EYFS and the out of schools club can be used within working hours. If phones are accidentally brought

into the setting, then photos have to be viewed by the senior member of staff on duty, as there is a strict no photos or recording of children on personal phones within the EYFS.

- There is a work labelled mobile phone to be used by all staff during trips out or walks around the school
- All parents/carers and other visitors are permitted to take calls on their mobile phones in the office or outside away from children, but must not use their mobile phone in any other part of the nursery/school in the presence of children.
- Personal mobile phones and other electric devices are not to be used during working hours without the expressed permission of management.
- Phones, cameras, smart watches and smart speakers etc are banned in areas where children are changed, and in toilets and bathrooms.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- Personal mobile phones, smart devices or other electronic recording devices must never be used to contact children or their families, nor should they be used to take videos or photographs of children.
- During outings, staff will use mobile phones belonging to the nursery wherever possible; if they have to use their own phone in a case of an emergency they must not make or receive personal calls as this will distract them.
- Photographs must not be taken of the children on any phones or other electronic devices, either personal or nursery owned, unless they are specified for that use for All About Me Books etc
- Equipment with images on such as lap tops, cameras and memory sticks must not be removed from the nursery without specific management permission.
- It is extremely important for relationships between parents and staff to remain professional at all times, therefore the nursery recommends that staff make access to their social networking pages private and avoid accepting “friend requests” from parents.
- Staff must not post anything onto social networking sites such as “face book” e.g. comments or photos that could be construed to have any impact on the nursery’s reputation or their own professional position, or offend and must adhere to the confidentiality policy at all times.
- It is never appropriate for adults to name or otherwise identify any child or family that they work with on a social networking site and it is never appropriate to post pictures of, or to discuss or comment on, a child or family they work with.

- In social situations, including babysitting, staff need to understand the requirement for professional boundaries and be able to make a division between home/social situations and their professional duty to safeguard children.
- If any of the above points are not followed then the member of staff involved may face disciplinary action, which could result in dismissal.

Personal staff mobile phones or devices (e.g. iPad or iPhone) should not be used for any apps which record and store children's personal details, attainment or photographs. Only setting issued devices may be used for such activities, ensuring that any devices used are appropriately encrypted if taken off site. This is to prevent a data security breach in the event of loss or theft

### **Children's use of ICT**

- All staff have a shared responsibility to ensure that children are able to use the internet and related technologies appropriately and safely as part of the wider duty of care to which all adults working with children are bound.
- If using an outside contractor for technical services, it is the responsibility of the setting to ensure that the managed service provider carries out all of the safety measures including being provided with this policy.
- Laptop, ipad or tablet use must be supervised by an adult at all times and any games or apps used must be from a pre-approved selection checked and agreed by the Provider/Manager. Timing on these appliances should be limited to 5 minutes maximum.
- On line searching and installing/downloading of new programmes and applications is restricted to authorised staff members only. Children should not be able to search or install anything on a setting device.
- Before purchasing or accessing any apps for staff or children's use, Providers/Managers must have a clear understanding of where and how children's data will be stored, including who has access to it and any safeguarding implications.

### **Legal framework**

- Please refer to previous policies on Safeguarding Children for further guidance

## Further guidance

- Please refer to previous policies on Safeguarding Children for further guidance

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| This policy was adopted at a meeting of      | <u>Glebe House School Nursery</u> | name of setting |
| Held on                                      | <u>October 2019</u>               | (date)          |
| Date to be reviewed                          | <u>October 2020</u>               | (date)          |
| Signed on behalf of the management committee |                                   |                 |
| Name of signatory                            | <u>Susie Pull</u>                 |                 |
| Role of signatory (e.g. chair/owner)         | <u>Setting Manager</u>            |                 |