



Safeguarding and Welfare Requirements: Child Protection

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

1.6 E-safety – incl. mobile phones and cameras (January 2018)

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, mobile phones and cameras in the setting.

Procedures

Information Communication Technology (ICT) equipment

- Only ICT equipment belonging to the setting is used by staff and children.
- The Team Leader is responsible for ensuring all ICT equipment is safe and fit for purpose and ensures that safety settings are set

Internet access

- Children do not have access to the internet and never have unsupervised access to tablets.

Email

- Staff do not access personal or work email whilst supervising children.

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 kitchen until the parent collects them at the end of the session.

Mobile phones – staff and visitors

- Personal mobile phones are not used by our staff on the premises during working hours and they are stored in the kitchen.

- In an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the Team Leader.
- 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.
- All parent helpers/students will be requested to place their bag containing their phone in the kitchen and will be asked to take or receive any calls in the kitchen area where their phone must remain.
- 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. Visitors will be advised of a quiet space where they can use their mobile phone, where no children are present.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Team Leader or Manager.

Cameras and videos

- Our staff and volunteers must not bring their personal cameras or video recording equipment into the setting.
- Photographs of children are only taken using pre-school cameras and for valid reasons i.e. to record their learning and development, or for displays within the setting, with written permission received by parents (included in the Welcome Pack forms).
- If permission is refused, this is recorded in the child's file and made known to all staff.
- Only staff given permission by the Manager are allowed to take photographs using the pre-school cameras.
- All cameras are owned by the pre-school and are kept in the kitchen during sessions and in a locked cupboard when pre-school is closed.
- Photographs are uploaded weekly when the camera disc is inserted into a remote reader which is then connected to a printer or sent to an external printing company. Once the disc is uploaded to the printer or print provider, the images are deleted from the disc.
- Under no circumstances must cameras of any kind be taken into the toilet area - if photographs need to be taken for evidence of 'Health and Self-care', i.e. photographs of the children washing their hands, then the Team Leader must be asked first and staff be

supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.

- 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 in a group situation.
- 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. They must ensure that all images are used solely for their own domestic use and not used on social media sites such as Facebook and Instagram.
- If photographs of children are used for publicity purposes by the pre-school, parental consent must be given and safeguarding risks minimised, for example, ensuring children cannot be identified by name or through being photographed in clothing with the name of the setting on it.

External Photographers

Professional photographs are taken once a year. Parents are informed at least two weeks in advance when photographers will be visiting the setting for such purpose.

The Manager takes all reasonable precautions to ensure that professional photographers are DBS checked and that they have their own stringent regulations, which ensure safeguarding of children from inappropriate use of images

Social media

- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- Staff must not accept children and parents as friends due to it being a breach of expected professional conduct.
- Staff must observe confidentiality and refrain from discussing any issues relating to work.
- Staff must not share information they would not want children, parents or colleagues to view.
- Staff must report any concerns or breaches to the Manager.
- Staff must avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity. If a practitioner and family are friendly prior to the child coming into the setting, this information is shared with the Manager prior to a child attending and a risk assessment and agreement in relation to boundaries is agreed.

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 responding to suspicions of abuse, is followed
- Staff are aware that grooming children and young people online is an offence in its own right and concerns about a colleague's or others' behaviour are reported (as above).

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

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