



Safeguarding and Welfare Requirement: Information and records

Providers must ensure that all staff understand the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

Use of mobile phones and cameras/E-Safety/Social Networking sites

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 mobile phones and cameras in the setting. We ensure all visitors to our settings do not operate their personal phones and clear signs are on our premises to indicate this procedure.

We ensure all Learning journals are kept safe and secure by key workers whilst off the premises and are stored safely where they can remain totally confidential. Staff are trained to understand their personal responsibility regarding data protection.

All staff are aware of our policy regarding social networking sites and are discouraged from forming relationships with parents on these sites or mentioning any nursery business whosoever. All staff are given 'professional responsibilities for staff regarding all ICT' to read and regular meetings remind staff roles within this.

Our designated managers ensure that all procedures are being met by regularly monitoring social networking sites and providing regular training/meetings, any staff member is confident in knowing they can report any discrepancies to them.

We ask parents when enrolling a child in the setting, if we may take photos for learning purposes and we ask all parents if anyone objects to photos being taken and/or video cameras at events such as Christmas concerts and ask parents to use photos of these events for personal use only.

All online records are password protected and our computer site is within a locked office so is inaccessible to others.

A password is required to access our PC and the information contained upon it.



Our staff ensure that there is always supervision whilst children are on any internet connected tablets. We ensure all tablets have the strongest security and safety settings and the business internet connection is set to filter offensive material.

Procedures

Personal Mobile Phones

- Personal mobile phones belonging to members of staff are not used on the premises during working hours.
- At the beginning of each individual's shift, personal mobile phones are stored in cuboard.
- In the event of an emergency, personal mobile phones may be used in the privacy of the office, with permission from the Manager.
- 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.
- If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.
- Members of staff will not use their personal mobile phones for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. There is 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 office space (away from children) where they can use their mobile phone, where there are no children present.

Cameras and videos

- Members of staff must not bring their own cameras or video recorders into the setting.
- 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.
- Photographs or recordings of children are only taken on equipment belonging to the setting.



- Camera and video use is monitored by the Setting Manager.
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
- Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's Registration Form).
- Images and video recorded by the CCTV installed for security on the premises is only accessible by the Setting Manager and only when an issue has arose which requires further investigation.
- Parents are made aware CCTV is in use in the Setting for the safety and security of all children and adults on the premises.

This policy was adopted at a meeting of abc 123 Pre-School Ltd

Held on: 4 July 2018

Date to be reviewed: 4 July 2019