

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.: Data Protection Act 1998

Procedures

Mobile Phone Usage

- Practitioners, volunteers, students etc will not have their private mobile phone on their person during work hours. Private mobile phones will be stored in a secure area away from the children. Staff may use their mobile phones during their designated breaks and in an area away from the children and must never exchange mobile phone numbers with children in their setting.
- Practitioners, volunteers, and parents can contact the setting on the Caboodle mobile (Tel: 07849 328508).
- Setting practitioners are not to use any mobile phone cameras to photograph the children.
- Visitors and parents will be asked to not to use phones while in the John James room. If they need to use their phone they will be asked to do so outside the room. We will display a mobile phone free zone notice.

Digital Images

- Written permission from parents/carers will be obtained and documented before any images of children are recorded. Images will only be used for publicity purposes.
- 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 the Directors 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, practitioners and Directors will be aware of the risk associated with taking, using, sharing, publishing and distribution of images.
- Setting practitioners will only use the Caboodle camera: 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 children who are at risk or under a supervision order, so their images are not used.
- Children's full names/names will not be used anywhere on the settings website or literature
- Individual parent's wishes will be considered.

Laptop/Tablet

- If a Caboodle laptop is in use, it will not be left in the John James Room but kept either in the Training Room or with the Duty Director. All files that contain personal data will be stored appropriately and securely, e.g.: password protected or locked away. Crèche staff will not have access to the laptop.
- The Directors will not forward any of the setting's work, files, information etc stored on the Caboodle computer/laptop to their home PC, unless this has been agreed as necessary practice for the setting.
- Staff will not use any personal memory devices in the Caboodle computer/laptop. Staff will not access, copy, remove or otherwise alter any other user's files, without their expressed permission.
- All email communication will be appropriate and written in a professional manner; only official Caboodle email addresses should be used.
- Illegal or inappropriate materials MUST NOT be uploaded, downloaded or accessed.

Social Networking Sites

- Staff, volunteers, and management should not put details of their work on any form of social networking site and should not engage in any on-line activity that may compromise their professional responsibilities.
- Identifiable photographs, names of, or comments about children within the setting will not be used on Caboodle's social networking sites.
- Crèche staff working with children/young people should not correspond with Caboodle's children/families through social networking sites. Practitioners should be aware of possible implications when entering any personal details on any gaming or social networking sites.
- All communications in the setting will be transparent and open to scrutiny.
- All staff will be made aware that failure to comply with policies and procedures may result in disciplinary action being taken.

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.
- Be aware that not following club guidance is potentially a child protection issue which may affect their suitability to work with children.

Further Information

- South West Child Protection Procedures – provide detailed online information on all aspects of child protection – www.swcpp.org.uk
- Data Protection www.ico.org.uk