

# Stanton Drew & Pensford Preschool & Forest Club

## Mobile phone & Photo Policy

### Mobile phone/Photo policy

We believe that keeping children safe is of paramount importance. Volunteers and visitors to the setting are asked to place their mobile phones in the kitchen area on the phone box and sign in the sheet attached to the clipboard. This is to ensure that only photographs are taken of the children with the preschool's own equipment and only when consent from parents/carers has been received during the completion of registration forms.

The procedures for staff are as above. Staff have previously expressed concerns that they may not be contactable in an emergency. It has therefore been agreed that staff give the preschool mobile as a contact. **Staff must not be on their phone during session times unless in an emergency or they are on their break.**

Parents/carers are asked not to use phones inside the barriers, or in the hall, when dropping off and picking up children. Please could these either be left in the car or a bag due to safeguarding reasons and also to ensure their full attention is on their child. Where parents/carers are staying to settle their child, and might need access to phone messages, we ask that mobile phones are left in the kitchen, as per the arrangements for visitors, where they can be checked from time to time.

\*When volunteers/visitors arrive at the setting, they are asked by the member of staff to place their phone in the kitchen. This is to be recorded in the visitors signing sheet.

\*Staff are expected to keep their mobile phones in the kitchen during the session, the main building risk assessment includes a reminder for this. Staff **MUST** ask the leader for permission to check their phone.

\*Parental permission for taking photos is asked for when children initially register at the setting, this includes photos for learning diaries, parent displays and local press.

\*However, the setting only uses such photos for children's observations and displays within the setting. To protect children will never include their pictures on our website

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unless specific parental permission is requested. As a pack away setting, we always remove all photos of children when the setting is being used by another user.

\*The setting never displays a child's full name alongside their photograph.

### ***Social Networking***

#### **Rationale**

We accept our fundamental responsibility for the safety of all our children and recognize the potential risks associated with Internet use. Whilst no technological solution can be 100% effective this policy aims to minimize risk to our children.

#### **Use by parents/carers**

We understand that parents/carers like to have a photographic record of events, shows, etc. and allow photos in these situations. However, where parents/carers use social media platforms, we ask that they do not use photographs in which children other than their own are visible and might be identified, as this has safeguarding implications, for instance for looked after children.

#### **Acceptable use by members of staff**

All members of staff will be fully briefed as to the appropriate use of all Pre-School equipment.

\* Members of staff will not use the Pre-School email system for private email messages

\* Members of staff will face disciplinary proceedings, which could include suspension/dismissal and/or prosecution if they use the Pre-School's internet system for accessing inappropriate material.

\* Within Pre-School itself, photographs will only be taken on the Pre-School equipment (tablet and preschool smartphone).

\* Members of staff will not store images of the children on their personal devices.

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\* Images of the children will never include their names and they will be deleted from the Pre-School computer/phone/tablet when the image is no longer required for assessment purposes or when the child has left Pre-School.

\* Photographs of the children will only be used on the Pre-School website or in any Pre-School publicity material if parents have agreed to their use. Parents will be consulted in this respect annually.

\* Our admin staff will ensure that anti-virus protection is up to date on the Pre-School computer.

\* Staff must be aware of their responsibilities to the Pre-School when using social networking sites such as Facebook. Our confidentiality policy must be adhered to all times, even outside of working hours. It is important to maintain their status as a professional childcare worker and therefore we would urge staff to think twice before fostering online friendships with parents. Disciplinary action could result if the Pre-School is brought into disrepute. Parents can support this by not making staff friend requests.

- Children may be encouraged to use the Internet if appropriate but must be supervised at all times when on the computer.
- Internet use is in line with ;
  - The Data Protection Act 1998
  - The Data Protection Act 2018 (Uk's implementation of the General Data Protection Regulation, GDPR)
  - The Telecommunications Lawful Business Practice Regulations 2000
  - Regulation of Investigatory Powers Act 2000
  - Human Rights Act 1998

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Held on (date)	Monitoring and reviewing
Date to be reviewed (date)	April 2024
Signed on behalf of the committee	
Name and role of signatory	
Signed on behalf of preschool	Melissa Diaz
Name and role of signatory	Preschool Leader