

ACCEPTABLE USE (of cameras & mobile phones) POLICY

STATEMENT OF INTENT

Tiddlywinks Pre-School intends to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

The terms 'practitioners' and 'staff' (throughout this policy) apply to students, volunteers, employees and visitors to the setting.

- 1) Practitioners being distracted from their work with children
- 2) The safeguarding of children from inappropriate use of mobile phone cameras

AIM

Our aim is to:

Have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:

MOBILE PHONES

Practitioners are allowed to bring in personal mobile telephones and devices to the setting.

Practitioners bringing personal devices into the setting must ensure there is no inappropriate or illegal content on the device.

Practitioners must ensure that their mobile telephones/devices are left in the allocated place near/in the kitchen throughout contact time with children. They may be switched on but must remain unobtrusive.

Personal mobile phone calls may only be taken or made with the agreement of the setting Manager or Leader.

If practitioners have a personal emergency they are free to use the setting's phone or make a personal call from in the area (within the setting) agreed upon by the setting Manager or Leader at the time.

Practitioners (will need to) ensure that the Manager has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual practitioners.

During group outings nominated staff will have access to the setting's nominated mobile phone, which is to be used for emergency purposes only. The designated mobile phones do not have in built cameras.

There is a nominated mobile phone, which is used for the purpose of outings (such as visits to the local library), it does not have an in-built camera.

It is the responsibility of all members of staff to be vigilant and report any concerns (or non compliance to this policy) to the Manager or Leader.

Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).

The Manager or Leader in her absence reserves the right to check the image contents of a member of staffs mobile phone should there be any cause for concern over the appropriate use of it.

Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.

Camera's

DEVELOPMENTAL PROFILES

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Upon registration at the setting, parents/carers sign consent for photographs to be taken for such purpose.

Under no circumstances must cameras of any kind be taken into the toilets.

Only the designated setting camera is to be used to take such photographs as referred to above.

Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

All practitioners are responsible for the location and storage of the camera; this should be placed within the ICT cabinet when not in use.

The camera must be locked away in the cupboard at the end of every session.

Images taken and stored on the camera must be downloaded (to the setting (admin) laptop) as soon as possible, ideally once a week.

The setting (admin) laptop is password protected.

Photographs are sometimes distributed to members of staff (key workers) to record in children's profiles. Key workers are not permitted to make extra copies of the photographs in any format.

WEBSITE

Photographs may only be downloaded by the Owner.

Photographs may only be uploaded to the secure website by the owner only.

The website gallery is only accessed by parents with the use of the password protection system.

Upon registration at the setting, parents/carers sign consent for photographs to be taken for such purpose. If consent is withheld such photographs are not published of the individual child concerned.

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

Never will pictures of children be added to any social media sites or public website by a member of staff. Photos of activities maybe added as long as no children are featured.

EVENTS

During events such as end of term concerts/performances and assemblies parents are informed in writing (at least two weeks prior to the event) that they will be allowed to bring cameras to record the event **UNLESS A PARENT RAISES AN OBJECTION IN WRITING NO LATER THAN FIVE DAYS PRIOR TO THE EVENT**. If such an objection is raised, the setting manager will decide whether the objection is reasonable and whether it warrants a complete camera ban or alternative arrangements made for that particular family. The manager will respond to the objection in writing within 48 hours.

External Photographers

Professional photographs are taken throughout the year. Parents are informed at least two weeks in advance when photographers will be visiting the setting for such purpose. Professional photographs will be taken **UNLESS A PARENT RAISES AN OBJECTION IN WRITING NO LATER THAN FIVE DAYS PRIOR TO THE EVENT**. If such an objection is raised, the setting manager will decide whether the objection is reasonable and how to make alternative arrangements for that particular family.

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