

BEETLEY & DISTRICT PRESCHOOL

Registered as a Charity Number 1181636

SAFEGUARDING CHILDREN

IT Policy to include

Use of Mobile Phones, SMART Watches, Digital Photography, Internet & social media Policy

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.

Staff, visitors, volunteers, and students are not permitted to use their own mobile phones to take or record any images of Preschool children for their own records during session times or in connection with their work for the Preschool.

Procedures:

- Under General Data Protection Regulation 2018, the Preschool must seek parental consent to take photographs and use video recorders. This consent is included in our registration form.
- Photographs will be stored on the Preschool computers in the Preschool office and the playroom. The stored photos will be saved until the Preschool ceases to operate, should this occur then all photographs will be shredded or deleted from the Preschool computers.
- The digital camera/s, memory cards and tablets used in Preschool will not leave the setting until photos are either downloaded to the computers or printed in the Preschool by staff and images then removed from the devices.
- Photographs may be taken of the children as they play, take part in activities and on special occasions. These photographs will be uploaded on to Famly (our online Learning Journeys), for parents to see and used for displays within the Preschool.
- Often photographs may contain other children in the background. Parents are asked to sign consent for photographs where their child is in the background, to be included in any observations uploaded to Famly.
- We may also use them to advertise/promote our preschool via our website (beetley-preschool.org), on our notice boards in Elmham Road, at the entrance of the school gate by the car park in Fakenham Road, on the preschool Facebook page and in the media. Permission for this is included in our registration form and no names will be included.
- We are unable to control how any images that are issued to the media are then used and shared by third parties.

- Events such as, Sports day, Outings, Christmas, and Fundraising Events may be filmed or photographed by staff and parent/carers but always in full view of all attending.
- We will not put photographs of the children on our Facebook page which clearly identify the children, we may use photos of children's hands and from behind whilst they are engaged in activities and playing. We ask parents who are taking photographs at special events, not to share them on any social media networks.
- Many mobile phones have inbuilt cameras, staff mobile phones should **not** be carried around in staff pockets and should be left in the Preschool office, in the top draw of the desk; failure to comply with this could lead to a disciplinary procedure.
- Staff may only use their mobile phones during their break at lunch time in the Preschool office.
- Parent/carers and visitors may not use their mobile phones whilst on Preschool premises. Signs are displayed on the entrance gate and the door into Preschool, asking visitors not to use their phones.
- In cases of a personal emergency all personal calls should be directed through the Preschool landline 01362 860860.
- The Preschool's mobile phone is kept in the top drawer of the office desk and has no camera facility.
- It is the responsibility of all staff to delete all photographs stored on a digital camera after transfer to the Preschool computer for printing purposes.
- It is the responsibility of the settings manager/deputy to approve photographs for use on displays and for marketing purposes.
- Staff will be allowed to wear SMART watches to use for checking the time but will have to wait until their breaks to respond to any messages.
- Staff are not allowed to accept parents/carers of children in the Preschool as friends on social media sites unless they are related to them or they were friends on social media prior to their association with the Preschool.
- All staff are asked to have signed the 'Professional Conduct Agreement' with regards to their use of and behaviour on social media, access to and the use of the internet.
- Children are supervised when using computers and tablets to ensure they are not accessing any inappropriate sites.
- Staff will be required to undertake training with regards to e-safety through, in house training, Educare or other suitable training providers. This will be refreshed every 3 years.

Date:	Review Date:
Signed:	Chairperson Manager