Mobile Phone, Camera and ICT Policy

This policy has been written following the guidance from:

- Surrey Early Years Educational Effectiveness Team.
- E-Safety Tool Kit for School guidance, 2014.
- Statutory Framework for the Early Years Foundation Stage, 2021.
- Information Commissioner Office (ICO).
- Safeguarding Children and protecting Professionals in Early Years settings: Online safety consideration, 2019.

This policy makes up part of our Safeguarding Children and Child Protection policy and it is the role of the Designated Safeguarding Lead (DSL) to ensure all staff understand and adhere to the policy.

In June 2014 the Settings DSL attended E-Safety training. The DSL regularly sends information to the staff team and parents supporting them to take care when using the internet/social media. For more information visit www.thinkuknow.com

Mobile Phones

Bus Stop Pre –School understands the importance of effectively managing the use of mobile phones in the setting to minimise the potential misuse (use of camera, images.).

Mobile phones have a place in our setting as we go on weekly Forest School sessions and go on Trips away from the Pre-School premises. Mobile phones within our setting are used as our method of contact, and help ensure we are able to contact the emergencies services/parents in the event of emergency situations.

Settings Mobile

Within our setting we have a Settings mobile, the mobile is taken out on Forest School sessions and on Trips away from the Pre-School premises. The Settings mobile is located in the Kitchen in a see-through container when it is not in use and is switched off. Only staff members are permitted to use the Setting's mobile. The Settings mobile has no camera or video recording technology. The mobile's battery is checked by staff members before and after outings. If the battery is low, staff members plug in the charger located in see-through container. It is the responsibility of all staff members to ensure this check is carried out.

During Forest School sessions/Trip the Settings mobile is only used in the event of an emergency and is held by the DSL or DDSL (an emergency is something relating to a Pre-School child/staff member/visitor/student). With the permission of the Bus Stop Management team staff are able to use the Settings mobile in the event of a personal

emergency or personal circumstances for example, if a staff member has a dependent at home/sick child/low battery on staff phone/staff did not bring phone on outing.

The Settings mobile number is clearly displayed on the external gate when the Pre-School group is away from the building, enabling parents/carers to telephone staff in the event that they need to collect their child early from their normal full day. Parents/carers are also instructed to telephone the Settings mobile if there is no response on the Settings landline, as it is likely the Pre-School group is out at Forest School. Please refer to termly Newsletters under section - Bus Stop Contact Numbers.

Staff, Visitors, Volunteers and Students Mobiles

During the Induction process all staff, visitors, volunteers and students are made aware that under no circumstances can they take photographs/videos or audio recordings on their personal mobile phones of children/adults in the setting and photographs are not permitted to be posted on social networking sites. They are made aware that their personal mobiles should not contain any inappropriate or illegal content, this is to ensure the safeguarding of children and also to protect adults from putting themselves into compromising situations, which could be misinterpreted and lead to potential allegations. All adults are given the Settings landline and Setting's mobile number on joining the setting and it is recommended that the number be given to their next of kin/dependant's schools/place of work. Please see Mobile Phone Risk Assessment.

It is the role of the Management team to decide whether to withdrawn or restrict the use of Staff, visitors, volunteers and student's personal mobile phones whilst in the Setting, out at Forest School or on a Trip.

All staff, volunteers, visitors and students store their personal mobile phones on arrival in the Mobile Tin located in the Kitchen. Adults are able to access their mobile phones in the Kitchen and or the Staff Kitchen areas during the children's lunch hour and must ensure this is away from the children's view. The Mobile Tin is open between 12pm-1pm and then relocked. The Management team – Kate Rice and Kelly Haines, are the key holders for the Mobile Tin. If an adult needs to access their phone during the day for example, if they have a dependent at home/sick child they must ask the permission of the Management team. The Management team will open the tin and remain close to the area until the mobile is put back and then relock the tin. If an adult has a personal emergency, they can use the Settings landline phone. All adults are reminded that the Mobile Tin will not be opened during the day to access social networking sites, to read messages/make telephone calls relating to socialising.

Staff, visitors, volunteers and student's personal mobile phones are taken on Forest School sessions and on Trips. The Pre-School group spends whole days out at Forest School and on Trips thus it is important that the adults can be contacted by dependents and that staff mobiles can be used in the event of an emergency for example, in the event that the Settings mobile phone loses signal/battery or in the event of a personal emergency as stated above (staff give permission for their phones to be used in an emergency). All mobile phones are placed in a bag labelled Mobiles located on the Forest School trolley/Outings bag which is in view at all times and all adults are instructed that they must tell the Management team that they are checking their phone. All adults are reminded that they can check their phone during the day to check for urgent messages/telephone calls, however they are not permitted to access it for personal socialising. If an adult has a personal emergency, they can use the Settings mobile phone.

All staff understand that at no time will parent/carers telephone numbers be stored on staff mobile phones. In the event that a parent/carer is telephoned in an emergency on a staff mobile, staff will delete the contact number from their phone and ask the parent to delete the staff member's mobile number also. The Designated Safeguarding Lead (DSL) must witness this action carried out by the staff member and the DSL will remind the parent to telephone the landline for future queries/information. A parent/carer emergency contact numbers sheet is taken out in a separate folder and located on the Forest School trolley/Outings bag.

Parents/carers attending a Pre-School session/Forest School session/Trips are reminded that they are not permitted to take photograph/video recordings on their personal mobiles and mobiles must be left in the Mobile Tin/Forest School Trolley/Outings bag and only used in the event of an emergency. They may check and or make calls, however this must be away from the children playing. Parents/carers can be directed to the Kitchen area to make or take a telephone call.

Bus Stop Pre - School accepts no liability for any loses or damages to personal belongings on the premises, whilst out at Forest School or on Trips.

Portal Landline Phones

Within our setting, we have a landline telephone with two portable handsets. One handset is placed in the Dining Room and the second handset is placed in the Office. Only staff members are permitted to answer the telephone and it is the responsibility of all staff members to know the location of the portable handsets. Volunteers/visitors/parents/students are not permitted to answer the settings landline telephones unless in the event of an emergency and the Management team has

given verbal consent, for example, they may need to direct the emergency services to the Pre-School premises whilst staff are managing the emergency.

During a session there is no designated area for staff members to answer a telephone call on the setting's portable landline phone. The two phones may ring in the inside or outside area of the setting at anytime making it the responsibility of the staff member to decide if it is appropriate to answer a call. When making an out going call on the landline telephone, calls should be made in the Office area or Kitchen area, away from the children playing.

All parents/carers receive the settings landline number on joining the setting. During the Induction process all staff, volunteers and students are told that parents/carers are only to be contacted using the Setting's landline phone, however in the event of an emergency whilst out at Forest School/Trip, staff will telephone parents on the Settings mobile or Staff mobile.

Please also refer to Staff Hand Book, Student Information sheet and Trip, Forest School and Outings Policy and Staff Contracts, Child Record forms.

Settings Cameras

Bus Stop Pre –School understands the importance of effectively managing the use of cameras in the setting to minimise the potential misuse. Cameras have a place in the setting, photographs are used as evidence for the children's Learning Journey's and to capture experiences, events that take place in the setting. Photographs must only be taken with the Pre – Schools designated cameras. The cameras are stored in the Bug Rug room and the Busy room and are only accessed by Bus Stop team members.

During the Induction process parents/carers are asked to give photograph consent for their child and given a clear explanation of how photographs are used within the setting. Parents are also explained that photographs they take during the Pre-School's events for example, the Christmas party, can only be taken of their own child and any photograph with another child in are not permitted to be posted on social networking sites. Refer to Guidance for Parents/carers on the use of photograph/video Equipment.

Bus Stop Pre-School has two Settings cameras. The cameras are placed in the Bug Rug and Busy rooms and are accessed by staff only. All staff are responsible for the location of the cameras. The setting cameras remain in the setting and are only taken out on Forest School sessions/Trips. When at Forest School/Outing the cameras are placed in the First Aid bag and it is the responsibilities of all staff to ensure the cameras are returned to the bag before leaving the Forest School site.

Photographs must only be taken with the Settings cameras, no personal cameras/personal phones are permitted. Photographs taken are transferred onto the settings computer. The settings computer is password protected and is only known by those who have a professional right to access it. Staff members, students, visitors, volunteers are not permitted to take the cameras home.

During the Induction process for all staff members, visitors, volunteers and students it is explained that the use of personal cameras and posting photographs on social networking sites is not permitted at anytime. However, in the event that a student needs to take photographs as evidence, written permission will be asked for from parents. Photographs for students will be taken on the settings camera and then transferred and printed out for the student by the Bus Stop Management team. Please see Staff Contracts.

During the Induction process all staff, volunteers, visitors and students are made aware that under no circumstances can they take photographs/videos or audio recordings on their cameras of children in the setting. This is to ensure the safeguarding of children and also to protect adults from putting themselves into compromising situations, which could be misinterpreted and lead to potential allegations.

Under no circumstances must cameras of any kind be taken into the toilet areas without prior consultation with the Management team. If photographs need to be taken in a toilet i.e. photographs of the children washing their hands, then the Management team must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the cameras must be placed in a prominent place where it can be seen.

Student Forest School Camera

Staff members are happy to take photographs of Forest School students demonstrating skills to build up evidence for their portfolios. Forest School students training with the settings Forest School Trainer - Kate Rice/Kelly Haines and alongside the Pre-School group will be able to have photographs taken on the settings designated Student Forest School Camera. It is clearly explained to the students that only staff can take photographs and that no children may be in their photographs, photographs may only be of the students demonstrating Forest School skills. The Management team will transfer the photos onto the settings computer and will selects and saves the students photos onto a blank memory card. The memory card is then given to the student to print off their photographs. The Management team checks each photo and ensures that any photo with children in are deleted.

Computers

Bus Stop Pre-School has one desk top computer, 1 laptop and two I-pads on the premises.

The desk top computer, laptop and I-pads are located in the Office and are for the Management team and SENCO use only. The computers and I-pads are password protected and can only be used by staff that have a professional right/permission to access them. The two I-pads and one of the computers are connected to the internet and all staff understand that they are only permitted to use the internet if it is relating to the Pre-School. Staff are not permitted to use the computer's or I-pads or to go onto social networking sites for personal reasons at anytime.

Website Updates and Photographs for Articles

It is necessary to update the Settings website and to send articles about the setting to local magazines for advertising purposes.

When sending photographs and information for advertising purposes the Management team makes every effort to send group photographs of children and never includes children's names/full names. Only photos of children with Photograph Consent are used. When sending photographs every effort is made by the Management team to ensure photographs are being sent securely.

Bus Stop Pre-School only sends photographs of children and articles to known and accredited Educational/Childcare/Family magazines for example, Nursery World and Families Magazine.

On joining the setting Parents/cares sign a photo consent form agreeing for photographs to be used for website/publicity/advertising purposes/publications.

Parents/carers are made aware of the above practice regarding mobiles and photographs, during the Induction process.

Emails

Emailing has a place in our setting as it is used as a method of communicating the Settings weekly emails, newsletters, information, events, policy updates and general enquiries to parents/carers and staff. Bus Stop Pre-School has a Staff Member Privacy Notice and a Parent Privacy Notice in place that is read and signed by all staff and parents/carers when joining the setting. The Privacy Notice explains how personal data is handled and the methods of communication used by the Pre-School inline with the GDPR, 2018 guidelines.

Our Setting has an email account which is only accessed by the Management team - Kate Rice (DDSL and owner) and Kelly Haines (DSL), the account is password protected and the computers used to access the email account have Internet security installed on them. The Management team are responsible for writing and replying to emails. All other staff members are not able to access the account.

It is the settings policy that when sending group messages to the Pre-School parents/carers the Management team 'Blind Copies' (BCC) all email addresses to protect parents/carers personal email addresses.

Parents/carers wishing to send information and or communicate with other parents via the Bus Stop email are not permitted to do so. Parents/carers must speak with the Management team and they will then make the decision if it is appropriate to pass on information on the parents/carers behalf. Examples of parents wishing to use the Bus Stop email may be:

- Sending out party invitations,
- Finding lost clothing/footwear.

Bus Stop Pre-School is signed up to Egress which ensures when sending emails containing confidential information this is carried out securely.

Instagram

Our setting has an Instagram account which is used to share good practice with other professionals, advertise the Pre-School and to advertise Forest School training courses/events. All parents/carers are made aware during the induction process that no photographs of children will be posted on Instagram, it is explained that the account is for sharing practice, creative ideas and advertising only. Parents/carers are welcomed to follow the Instagram account at busstopforest.

The account is only accessed by the Management team and is password protected. The Management team are responsible for writing posts and posting photographs and understand that it is not to be used for personal use. All other staff members are not able to access the account.

Staff and Social Networking

All staff are made aware of their responsibility and confidentiality to the Setting, children and parents/carer when using social networking sites. All staff members are strongly advised against becoming friends with Pre-School parents/carers on Facebook/twitter and or other social networking sites. Please see Staff Handbook'.

All staff understand that failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

DSL and DDSL is able to contact the following organisations to report online abuse, report illegal images and to ask for support:

-Internet Watch Foundation – www.iwf.org.uk
-Child Exploitation (CEOP) – www.ceop.police.uk/ceop-reporting
UK Safer Internet Centre Helpline for Professionals – www.saferinternet.org.uk/professionals-online-safety-helpline
-NSPCC – www.nspcc.org.uk/support-us/

Useful Website:

www.surreycc.gov.uk – search for 'E-Safety Tool Kit for Schools', March 2014.

www.thinkuknow.com – view parent pages for advice and guidance.

Safeguarding Children and protecting Professionals in Early Years settings: Online safety consideration – https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations.

This Policy was adopted in April 2012, to be reviewed in annually.

This policy was reviewed in September 2021, to be reviewed in September 2022.
Signed by Owner _____ Manager _____