

## Mobile Phone, Camera, Electronic Devices and ICT Policy

This policy has been written following the guidance from:

- Surrey Early Years Educational Effectiveness Team.
- NSPCC - E-Safety Tool Kit for School guidance.
- Statutory Framework for the Early Years Foundation Stage, 2024.
- Information Commissioner Office (ICO).
- Safeguarding Children and protecting Professionals in Early Years settings: Online safety consideration, 2019.
- Online Safety Act 2023.

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](http://www.thinkuknow.com)

Bus Stop Pre -School understands the importance of effectively managing the use of mobile phones, cameras and other electronic devices with imaging and sharing capabilities in the setting to minimise the potential misuse, under the Statutory Framework for the Early Years, 2024.

### Bus Stop Mobile

Mobile phones have a place in our setting, as we are located on a woodland site, with no access to a Landline telephone and we also go on weekly Forest School sessions and go on Trips away from the Pre-School site. 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.

Within our setting we have a setting mobile, referred to as the Bus Stop mobile. The mobile is used as our main method of contact during the day and it is taken out on Forest School sessions and on Trips away from the Pre-School site. The Bus Stop mobile is carried by a member of the Management team - Kate Rice or Kelly Haines at all times. Only staff members are permitted to use the Bus Stop mobile. The mobile's battery is charged daily and the charge is checked before and after outings. If the battery is low, staff members can charge the mobile on the large Battery pack located in the Bell Tent classroom. It is the responsibility of all staff members to ensure this check is carried out.

Only staff members are permitted to answer the Bus Stop mobile and it is the responsibility of all staff members to know the location of the mobile.

Volunteers/visitors/parents/students are not permitted to answer the Bus Stop mobile 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 woodland whilst staff are managing the emergency.

During a Pre-School day there is no designated area for staff members to answer the Bus Stop mobile. It is the responsibility of the staff member to decide if it is appropriate to answer a call. When making an out-going call on the Bus Stop mobile, calls should be made in the Lockdown shed/Kitchen area, away from the children playing.

All parents/carers receive the Bus Stop mobile 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 Bus Stop mobile, however in the event of an emergency whilst out at Forest School/Trip, staff will telephone parents on a Staff mobile if required and with a staff member's consent.

During Forest School sessions/Trip the Bus Stop mobile is used in the event of emergencies and is held by the Management team (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 Bus Stop 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 Bus Stop mobile number is clearly displayed on the external gate when the Pre-School group is away from the woodland, enabling parents/carers to telephone staff in the event that they need to collect their child early from their normal full day.

The Bus Stop mobile does have a camera and video integrated into the device, however all staff understand that under no circumstances can these functions be used at anytime to take photographs/video recordings of children/adults.

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

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 or shared on image sharing devices. 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 Bus Stop 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 and other Devices Risk Assessment in the filing cabinet in the Lockdown shed.

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 Lockdown Shed. Adults are able to access their mobile phones in the area beside the Lockdown/Resource shed, away from the children 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 Bus Stop mobile. 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 Bus Stop 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 Bus Stop mobile.

All staff understand that at no time will parent/carers telephone numbers be stored on staff mobile phones. In the event that a parent/carers 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 Bus Stop mobile for future queries/information. A parent/carers 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 an area away from the children to make or take a telephone call.

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

### Bus Stop 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 Bell Tent classroom during the day and locked in the filing cabinet in the Lockdown shed at night/weekends. The cameras 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 cameras. The cameras are placed in the Bell Tent classroom and are accessed by staff only. All staff are responsible for the location of the cameras. The Bus Stop 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/with the DSL 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 Bus Stop cameras, no personal cameras/personal phones/other image sharing devices are permitted to be used. Photographs taken are transferred onto the 2 Laptops (mentioned below), for the purpose of updating children's Learning Journey's. The Laptop's are password protected and are only known by those who have a professional right to access it. Staff members, students, visitors, volunteers are not permitted to take the Bus Stop 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 for their course work, written permission will be asked for from a child's parents before a photo can be taken and confirmation sought from the students College/University Tutor. Photographs for students will be taken on the Bus Stop 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 or on any other device with imaging sharing capabilities 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 select and save 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. Every reasonable effort is made to ensure images of children are not shared.

This policy is clearly explained to all Forest School students during their Inductions.

### Computers

Bus Stop Pre-School has 2 laptop computers and two I-pads.

The laptops and I-pads are located in the Lockdown shed 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 devices 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.

All staff understand that the laptop computers and I-pads have image sharing capabilities, however understand that under no circumstances must images of children be shared on these devices.

### Website Updates and Photographs for Articles

It is necessary to update the Pre-School website and to send articles about the Pre-School 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 and are being sent to an appropriate person.

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, I-pads and photographs, during the Induction process.

### Emails

Emailing has a place in our setting, as it is used as a method of communicating the Pre-School's 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 Bus Stop Pre-School's 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.

When taking photo's for Instagram, the photo's are taken on the Management teams personal mobiles, as they are both linked to the account and they can both access the account for advertising purposes outside of Pre-School opening hours. When taking a photo for Instagram, staff members move children away from the area/activity preventing any images being accidentally shared. The Management team is responsible for ensuring all images shared on Instagram are appropriate.

#### Staff and Social Networking

All staff are made aware of their responsibility and confidentiality to the Pre-School, 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](http://www.iwf.org.uk)
- Child Exploitation (CEOP) - [www.ceop.police.uk/ceop-reporting](http://www.ceop.police.uk/ceop-reporting)
- UK Safer Internet Centre Helpline for Professionals - [www.saferinternet.org.uk/professionals-online-safety-helpline](http://www.saferinternet.org.uk/professionals-online-safety-helpline)
- NSPCC - [www.nspcc.org.uk/support-us/](http://www.nspcc.org.uk/support-us/)

#### Useful Website:

[www.surreycc.gov.uk](http://www.surreycc.gov.uk) - search for 'E-Safety Tool Kit for Schools', March 2014.



[www.thinkuknow.com](http://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>.

Online Safety Act 2023 - [www.gov.uk/government/publications/online-safety-act-explainer/](http://www.gov.uk/government/publications/online-safety-act-explainer/)

Useful Resources for Parents/Carers to keep children safe online: (accessed via Safeguarding Children and protecting Professionals in Early Years settings: Online safety consideration, 2019 document [www.gov.uk/government/publications/safeguarding-children-protecting-professionals-in-early-years-settings-online-safety](http://www.gov.uk/government/publications/safeguarding-children-protecting-professionals-in-early-years-settings-online-safety) ).

- Askaboutgames: Supporting families with video games.
- Childnet: Keeping under-fives safe online.
- Internet Matters: Guidance for parents of Pre-Schoolers.
- London Grid for learning: Portal linking to various resources on parental engagement around online safety.
- NSPCC: Guidance for parents on keeping children safe online.
- Parent Zone: Digital parenting magazine.
- Parent Info
- Thinkuknow: Guidance and formation for parents/carers from NCA-CEOP

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

This policy was reviewed in September 2024, to be reviewed in September 2025.

Signed by Owner \_\_\_\_\_ Manager \_\_\_\_\_