



Photography, Video, Mobile Phone Policy and Procedures

For further information regarding internet usage and e-safety please refer to the 'Use of the internet, Social Media and E- Safety' policy and Online learning journals policy

Aims

- To be clear on the responsibilities of management and staff when using cameras, mobile phones, tablets, laptops, and games consoles within the setting.
- To safeguard children's welfare in relation to the above areas and minimize the risk of harm.
- To fulfil legal duties in relation to personal data and other areas, e.g.: Data Protection Act 1998

Procedures

Online Learning Journals

All children in the setting have an online learning journal where their observations and progress are recorded. Staff must only use the nursery tablets and laptops to access this programme.

- Staff may **only** access Learning Journals during working hours and in the setting unless specific permission has been given to do otherwise. Management will have access to all user profiles and will monitor this.
- All staff will sign a user agreement before using the programme.
- Parents will sign permissions to allow the use of the online journal for their child/ren as part of the child entry form.

Further information can be found in our Online Learning Journal's Policy

Digital and Video Images

- Written permission from parents/carers will be obtained and documented before any images of children are recorded. This may mean that separate permissions are needed for:

- a) Evidence of EYFS tracking or Play quality in the setting, e.g Bristol Standard.
 - b) Use of images on setting website or other publicity.
 - c) Images recorded during events/ parties/ fundraising or outings.
- Parents are made fully aware of how any images of their children may be used and have the right to decide if they wish their children to be photographed. Parents can say in how these photos will be used and given the right to withdraw their permission at any time.
 - Digital images will be stored in a separate file on the laptops or tablets, which is accessed by setting practitioners only. These images must be stored in accordance with data protection laws e.g.: password protected files, cameras and memory sticks locked away.
 - While using digital images, practitioners should be aware of the risk associated with taking, using, sharing, publishing and distribution of images.
 - Setting practitioners must only use the setting equipment: personal equipment must NOT be used to record any images of the children.
 - Staff should be vigilant when taking digital/video images of the children to ensure that they are appropriately dressed.
 - Staff should not take images of children which may be considered as indecent or sexual.
 - Children's names will not be used anywhere on the setting's website or literature
 - Individual parent's wishes must be considered.
 - After a photograph is taken down it will be either stored in the child's file, returned to the family, or shredded.

Mobile Phone Usage

Mobile phones may be used in the nursery, if their use is appropriate, as outlined below.

- Practitioners, volunteers, students etc will not have their personal mobile phone on their person during work hours.
- Mobile phones will be kept in a secure area, namely the staff room away from where the children are accommodated.
- Staff may use their mobile phones during their designated breaks in the staff room.
- The nursery's phone number will be given as an emergency number in case practitioners need to be contacted during working hours.
- Practitioners are not to use any mobile phone cameras to photograph the children.

- Contractors and maintenance workers accessing the nursery during opening hours when children are on site will be required to leave all mobile phones either off site or in the nursery office. If a work phone is needed to take images or record notes, then a nursery staff member will stay with them at all times.
- Visitors and parents will be asked to switch off their mobile phones or to only use them off nursery premises and not in the rooms or garden. If they need to use their mobile phone they will be asked to do so away from the children.
- Whilst on trips and visits outside the setting, only the nursery mobile can be used. This phone does not have a camera. This is to be used for emergency purposes only. If there is an emergency relating to a child or adult, the nursery will be contacted and from there relevant people (parents/ emergency contacts) will be informed. No children's personal numbers or information will be stored on this phone.

Laptops and Tablets

- Practitioners should not use the setting's laptops/tablets for personal use.
- All tablets/laptops are always to remain on site, if going on walks or trips cameras are to be taken and used.
- The setting will ensure that all programs used, and websites accessed are age appropriate and that children are not able to access or download material which is unsuitable.
- All setting files that contain personal data will be stored appropriately and securely, e.g.: password protected or locked away.
- Practitioners should not forward any of the settings work, files, information etc stored on the setting computer/laptop to their home PC, unless this has been agreed by management as necessary practice for the setting. It is recommended that a log of "homework" should be kept in the setting and this needs to be checked and signed by management on a regular basis. Any work taken home needs to be appropriately protected as if it were in the setting and open to scrutiny by management.
- Practitioners should not use any personal memory devices in the setting's tablets/laptop. Memory sticks provided by the setting should be used for work purposes only and should not be taken off the premises.
- Staff are not to delete browser history for monitoring purposes.
- All ICT equipment should always remain in the setting. This is to minimise the risk of computer viruses and for data protection purposes.
- Checking emails and internet browsing is not permitted in the children's playrooms or garden. Permission must be gained from Management before using any online programmes/YouTube in the rooms.
- All staff to sign the Staff user Agreement for Learning Journals.
- Practitioners should not access, copy, remove or otherwise alter any other user's files, without their expressed permission.

- All email communication should be appropriate and written in a professional manner.
- Caution should be taken if personal e-mail addresses are used on the setting laptop.
- E-mail attachments should only be opened if they are from a source known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- Illegal or inappropriate materials **MUST NOT** be uploaded, downloaded, or accessed.
- Practitioners should ensure that setting's computer/laptop and tablets are used appropriately to avoid disabling or damaging equipment. Any damage beyond reasonable wear and tear/accidental will be the employees responsibility and at their cost to amend.

Smart Watches

Under no circumstances are I-watches or other smart technology watches with access to a camera to be worn during the nursery day. They must be kept in a locker and only accessed during designated breaks in the staff room. Any other smart watches may be worn but must not be connected to phones via Bluetooth or similar.

Games Consoles

- Practitioners should ensure that all games consoles and games used are suitable and appropriate for the ages of children in their care.
- Use of computer consoles should be supervised and monitored and children encouraged to participate in a broad range of activities.
- All games used should be originals and not copies.
- Parents/carers should be made aware that computer games are available and have the option to request that their child does not access this equipment.
- Children should be closely supervised to ensure that they are not accessing the Internet via the console. If they are permitted to do so that the websites accessed are appropriate and the appropriate safeguards have been put in place.

Responsibilities

All adults/volunteers/employees are responsible for the above. This means they should:

- Report any concerns about any inappropriate or intrusive photographs found or any activity that raises concerns. The whistleblowing policy supports this.
- All staff should be made aware that failure to comply with policies and procedures may result in disciplinary action being taken.

- Be aware that not following this policy and other guidance is potentially a child protection issue which may affect your suitability to work with children.

Further Information

South West Child Protection Procedures – provide detailed online information on all aspects of child protection – [Bristol Safeguarding Partnership Procedures \(proceduresonline.com\)](http://Bristol Safeguarding Partnership Procedures (proceduresonline.com))

Guidance for Safer Working Practice for Adults who work with Children and Young People - DCSF www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00311/

Data Protection www.ico.gov.uk

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Link to statutory framework 2021	Section 3; Safeguarding and welfare requirements, Child Protection, page 21, 3.4,