

## **Policy on the use of mobile phones, cameras, Social Networking and E-Safety (including all electronic devices with imaging and sharing capabilities).**

### **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, cameras or any use of any electronic devices with imaging and sharing capabilities as well as social networking sites in our setting.

### **Procedures**

#### **Personal Mobile Phones/smart watches or any use of any electronic devices with imaging and sharing capabilities**

- Personal mobile phones/smart watches or other devices belonging to members of our staff are not to be used on nursery premises during working hours.
- At the beginning of each individual's day, personal mobile phones/smart watches etc are stored in the office or in the staff members designated locker.
- In the event of an emergency, personal mobile phones/smart watches may be used in the privacy of the office with permission from the manager.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- If members of staff take their own mobile phones/smart watches on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.
- Members of staff will not use their personal mobile phones/smart watches for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones/smart watches whilst on the premises. There is an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone where there are no children present.

#### **Cameras and videos**

- Members of staff must not use their own cameras, smart watches or any electronic devices with imaging and sharing capabilities in the setting and must be stored in the office.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting/website if permission is obtained.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by the management team.

- Photographs and recordings of children are only taken of children if there is written permission to do so (found on the child's New Starter Pack form)
  - Management check each device fortnightly and delete photos as well as monitor the use, by checking the internet history. – our designated person is Christina Whymark.

### **Digital Images (Still and Moving)**

It is important that staff and volunteers at Belfield are fully aware of their duties and responsibilities with regards to digital images.

Belfield has developed this policy and asks that all staff and volunteers read and sign it as acceptance of the following conditions.

- All photographs and film taken of the children and families within the provision, and while on visits, remain the property of Belfield Montessori Day Nursery.
- All digital images will be taken with cameras owned by Belfield.
- Staff and volunteers are not permitted to use personal equipment (cameras, smart watches or mobile phones) to take images.
- Staff and volunteers must be diligent in ensuring that photos taken of children do not place themselves or the child at risk, e.g making sure that the child is appropriately dressed.
- NO Images are to be included in external publications and documents, such as promotional materials, websites and social media pages unless signed parental permission is obtained.
- Images of children should not be stored on personal computers, laptops or memory sticks without permission from the Manager. Belfield has the right to monitor the ICT equipment of staff in order to safeguard children.
- Photographs stored electronically must not contain other information about the child, in order to protect their identity.

### **Social Networking**

Social Media has become a huge part of society and can be an easy way of communicating with people.

Belfield Montessori day nursery has a private Facebook and Instagram account. This is a communication tool for the setting.

We use it to:

- Promote certain events such as parent's evenings, outings, special events and visitors
- Update parents on important information
- Give hints and tips for activities the children have enjoyed and home learning ideas
- To show photos of artwork/activities which may include – Photos that will be edited so children's identify will remain protected

The management of Belfield Montessori are the account administrators and update the page on a regular basis.

We would like to express that NO names or faces of any children will be shared.

The page administrators reserve the right to remove any comments at any time.

The intent of the policy is to protect the privacy and rights of the nursery, staff & families.

#### **We remove any postings that:**

- Name specific individuals in a negative way
- Are abusive or contain inappropriate language or statements

- Use abusive or generally negative terms about any individual
- Do not show proper consideration for others privacy
- Breach copyright or fair use laws
- Contain any photos of children without necessary parental consent.

If you would like to report an inappropriate comment/photo, then please contact the office immediately.

- Members of staff must not post anything on any social networking site that concerns any aspect of nursery.

We are aware most adult have a variety of personal social media pages, Staff are made aware not to upload anything relating to work/nursery or any comment that relates to the company, child or parent onto any social media platform. Staff are encouraged to keep their social networks private and if they choose to allow parents to view their network site then this relationship must remain professional at all times.

## **E-Safety**

It is hard to believe that young children face the risks associated with online technologies. Technology has an important part in child's education as well as in the development matters. At Belfield children have daily access to a computer and to tablets. When using these devices in the rooms children have to be fully supervised.

We have a duty to protect children from potential harm, both within and beyond the learning environment, and therefore it is vital that e-safety is a priority for all. The risks that should be recognised include:

- prolonged exposure to online technologies, particularly from an early age
- exposure to illegal, inappropriate or harmful content
- grooming
- cyberbullying
- making, taking and distribution of illegal images and "sexting"
- physical, sexual and emotional abuse
- identity theft
- privacy issues
- addiction to gaming or gambling
- pressure from the media and targeted advertising
- viruses, malware, etc
- damage to professional online reputation through personal online behaviour.

## **Staff and Good practice**

Staff are responsible for the E-safety when children are using the tablets or laptops when online at Belfield.

While safeguarding issues are paramount, the risks of technology must be balanced by the educational benefits. Technology is firmly embedded within the development matters and this is reflected in the early learning goals. Staff must support children in the use of a range of age-appropriate technology, such as computers, cameras and CD players. Children are not left unsupervised when using online systems.

The key areas of **E- safety**:

- age-appropriate filtering of content
- monitoring use of the network
- use of a recognised internet provider or regional broadband consortium
- use of recommended firewalls and antivirus software
- password protection
- NO personal email use in the rooms at any time

**If any of the above points are not followed then the member of staff involved will face disciplinary action which could result in dismissal. Any staff member aware of any colleague not following the above points has a responsibility to report this behaviour and failure to do so will also result in disciplinary action which could result in dismissal.**