

## SAFEGUARDING - PHOTOGRAPH, MOBILES PHONES & ELECTRICAL DEVICES (with picture taking capabilities) IN THE SETTING POLICY

### Statement of intent

We are committed to building a culture of safety in which children are protected from abuse & harm.

### Aim

We ensure that all staff, volunteers, student placements & work experience placements within the setting are aware of our safeguarding policies & procedures, including 'Whistle Blowing' i.e. reporting concerns about practices & procedures within the setting. As further protection from possible abuse, the use of mobile phones & electrical devices (*with picture taking capabilities*) within the setting is strictly controlled.

**WE OPERATE A NO PERSONAL MOBILES, PERSONAL CAMERAS OR OTHER ELECTRICAL DEVICES (*with picture taking capabilities i.e IPAD's/Laptops etc...*) SYSTEM WITHIN THE SETTING (*with the exception of the Manager which is within a controlled office area away from the children*)**

### Methods

#### TAKING, STORAGE & USE OF IMAGES

- Photographs will only be taken with tablets (as used for Tapestry), Preschool phones, digital or Polaroid cameras, NEVER WITH PERSONAL CAMERA PHONES/MOBILE PHONES.
- All visitors are asked to place their mobile phones &/or any other electrical devices (*with picture taking capabilities i.e IPAD's/laptops etc...*) into our collection box located on the Register Table upon entry to our premises at the time of signing in. They will also be asked to read the Safeguarding Information Sheet at this time providing them as to why they must do this. These may be collected at the end of their visit or session.
- Should a parent/carer/visitor need to use their mobile phone while at the setting, they will be asked to go outside of the main building (not the preschool garden)
- All staff mobile phones &/or any other electrical devices (*with picture taking capabilities i.e IPAD's/laptops etc...*) are stored in a separate collection box and stored with the manager in the office zone, not accessible to the staff.
- Photographs will only be taken of children during normal Preschool activities. Cameras/tablets will never be taken into the toilets/changing areas. A child will never be photographed when their clothes or nappy are being changed.
- Only members of Impstone & Cherry Trees Preschools who have an Enhanced DBS Check are permitted to take photographs within the Preschool. Parents on rota duty/settling their children in, volunteers and other visitors are not permitted to take photographs during Preschool sessions.



- No personal cameras or other electrical devices (*with picture taking capabilities*) are permitted within the setting, unless we have an open event where we make announcements before children are present indicating if permission is given or withheld during the event and that this is for personal use only and not to be added to any Social Network site or other form of media.
- We retain tablets & an IPAD for use in recording children's creations, play & developmental milestones, using the online learning journey of Tapestry.
- LAC children are not included in any group photographs used for general display within the setting.
- Parents are given the opportunity to decline their child's image being taken & used by the setting upon Registration which also includes the use of images of their child on our website, Facebook Page and within our Tapestry system.
- Images on any of the tablets can be inspected at any time, without notice, by the Manager and/or the Chairperson of the Preschool Committee, with another witness if desired.
- If pictures are for the website, these are saved to our online cloud storage (accessible only by the manager and the chair person).

### **PRE-SCHOOL DESIGNATED MOBILE PHONE**

- We have a Preschool designated Mobile on each site for emergency calls etc. All staff are asked to use this mobile number for any emergency contact from family/schools/child-minders etc.
- Staff are only allowed to access their mobile phones in emergencies as long as this is done away from the children's areas i.e. store room, kitchen or outside main doors and with the permission of the manager.
- Any member of staff found using a mobile phone without permission may be subject to disciplinary action by the Manager and/or Chairperson.
- The Preschool phone is used to receive incoming calls and make outgoing calls to parents etc... as well as a contact for other settings and the LA. It does have a camera built into it, but this is of very minimal use as we operate the separate tablets for observation shots.
- Outside of Preschool operating hours, the mobile is stored with the manager, where any incoming calls/messages for the Preschool can still be received out of hours. This is password controlled as only accessible by the manager, staff and chairperson.
- The mobile phone does hold contact details for parents/guardians of the children, however, these are stored in a way to reduce any link to the children - no child names appear on here.