**General Welfare Requirement: Safeguarding and Promoting Children’s Welfare**

The provider must take necessary steps to safeguard and promote the welfare of children.

**Maintaining children’s safety and security on premises**

**1.12 Mobile Phone and Digital Photography Policy**

**Policy statement**

We maintain the highest possible security to ensure that each child is safely cared for during their time with us at the setting. St. Johns operates at all times under the umbrella of the Safeguarding Policy, the policy also includes the use of other electronic equipment that can be used to take pictures or videos such as webcams, video recorders ect. Children have their photographs taken to provide evidence of their achievements for developmental records. Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of the settings children for their own records during session times.

**EYFS key themes and commitments**

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| **A Unique Child** | **Positive Relationships** | **Enabling Environments** | **Learning and Development** |
| 1.3 Keeping safe | 2.2 Parents as partners |  |  |

St. Johns Playgroup views the safety of the children in our care as paramount. We do not allow the use of mobile phones during playgroup hours, on the premises either indoors or in the outdoor play area. Staff mobiles are placed in designated area at the beginning of each day, their use is not permitted during playgroup sessions.

The use of mobile phone will not be permitted to photograph children. All parents and visitors will be advised of this policy as they enter pre-school. We ask parents and visitors to the setting to allow their phones to be stored store them in the filing cabinet for the duration of their visit. If parents or visitors need to use their mobile phone they will be asked to leave the premises in order to do so.

St. Johns provides its employees with access to the telephone for work related purposes. However, if there is an urgent personal call that a member of staff needs to make then they will be able to use the settings telephone or their own personal mobile providing it is not in the same room as the children.

**Procedures**

* Under the Data Protection Act 1998, the setting must seek parental consent to take photographs and use video recorders.
* The settings digital camera/s or memory cards must not leave the pre-school setting.
* Photographs may be taken during indoor and outdoor play and displayed in albums or a child’s development records for children and parent/carers to look through.
* Often photographs may contain other children in the background. Events such as, Sports day, Outings, Christmas and Fundraising Events may be recorded by video and photographs by staff and parent/carers but always in full view of all attending and full consent of all the parents.
* On occasion we might like to use photographs of the children taking part in an activity to advertise/promote our pre-school via our Web site etc; permission is sought in our admission forms and parents should make their wishes known at this time. Any future amendments

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the concern of staff being distracted from their work with children and the inappropriate use of mobile phone cameras around children.

 MOBILE PHONES & SMART WATCHES (APPLE WATCHES)

We believe our staff should be completely attentive during their working hours to ensure all children in the nursery receive good quality care and education. Mobile phones must **not** be used during working hours. Staff are permitted to keep their phones switched on in case of urgent calls, but they will be kept in the locked storeroom of kitchen, away from children and must be on silent.

 Under no circumstances does the nursery allow a member of staff to contact a parent/carer using their personal device.  Users bringing personal devices into preschool must ensure there is no inappropriate or illegal content on the device. Staff are permitted to use their mobile phones during a break and away from the children.

The use of apple watches/smart watches etc, are also not permitted. Staff wearing smart watches will be asked to remove them and leave them locked away along with their personal mobile phones in the storeroom or kitchen. It is the responsibility of all members of staff to be vigilant and to report any concerns to the preschool manager. (See whistleblowing policy). All urgent calls are to be taken from the main line, however if any staff member has a family emergency or similar, their mobile will be kept in the office and they will be called to take a call.  Prior permission must be sought from the manager or deputy. During, group outings a nominated staff member will take the allocated preschool mobile phone out with them in case of emergency.  This should only be used for emergency calls and incoming calls from the nursery, under no circumstances must a member of staff take a personal call whilst caring for children.  It is the responsibility of all staff members to be vigilant and report any concerns to the Nursery Manager or Deputy Manager. The manager or deputy manager reserves the right to check the image contents of a member of staff’s mobile phone should there be any cause for concern over inappropriate use of it.  Should inappropriate material be found then our Local Authority Designated Office (LADO) will be contacted immediately, as well as the police.  Guidance will be followed with regards to the dismissal of the staff member.

**Parents & Visitors**

Parents or visitors who either arrive using a mobile phone or take a call on a mobile should be immediately told to end their phone call or leave the premises. Visitors are signed into the nursery and asked to leave their personal belongings and mobile phones in the office area.

**CAMERAS & CAPTURING IMAGES**

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form or recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

* Only the designated preschool tablet are to be used to take any photo within the setting or on outings.
* Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
* All staff are responsible for the location of the camera; this should be placed within the lockable storeroom when not in use.
* The camera must be locked away at the end of every session.
* Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.
* Parental permission is obtained from the parent/carer on joining the setting to the use of photographs in the setting.
* Photos taken on the preschool tablet can be uploaded to our closed FAMLY WhatsApp group and only approved relatives of that child have access to the individual child profiles. This will only occur when we have obtained all the parents’ permission. Any child whose parent has not signed the permission form for photos on social media will not have their photo uploaded.

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| This policy was adopted at a meeting of | Sandbach Heath (St. John’s) Playgroup | name of setting |
| Held on |  | (date) |
| Date to be reviewed |  | (date) |
| Signed on behalf of the management committee |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair/owner) |  | |

1.12