

Banwell Buddies Policy for the Use of Mobile Phones and Cameras

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 and cameras in the setting.

Procedures

Personal Mobile Phones

- Personal mobile phones belonging to members of staff are not used on premises during working hours.
- At the beginning of each individual's shift, personal mobile phones are stored in the safe in the office.
- In the event of an emergency, personal mobile phones may be used in the privacy of the office with permission from the Leader.
- 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.
- Members of staff will take the setting's mobile phone on outings, and not their personal phones.
- Parents and visitors are requested not to use their mobile phones whilst on the premises, and will be offered an envelope for their mobile phone, which will then be sealed and locked in the safe. 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.
- The setting's mobile phone is labelled as such and is kept on the desk in the main room in case of emergencies.

Cameras and videos

- Members of staff must not bring their own cameras or video recorders into the setting.
- The setting has two designated iPads which are the responsibility of the designated safeguarding practitioner
- 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.
- Photographs or recordings of children are only taken on equipment belonging to the setting.

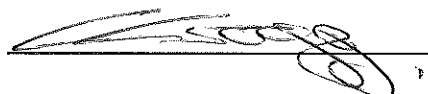
- Use of mobile devices are monitored by the setting Leader.
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
- Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's registration form)
- Images are to be stored in line with the General Data Protection Regulations 2018.
- All images will be stored and disposed of securely. The aim will be to prevent unauthorised access, ensure confidentiality and protect identity.
- The following aspects of security are to be managed accordingly:
 1. Physical security – effective measures will be put in place to ensure physical security and to protect against theft, including that of laptops, computers, cameras, iPads and any personal data, including photographic images.
 2. Computer security – effective measures are to be implemented to ensure computer security. Awareness will be raised in respect of technological advancements which could put online systems at risks.
- Security procedures are to be proportionate to the potential risks involved and must be subject to constant monitoring and review.
- Photographs will be stored on the setting's iPad, laptop and PC, which is password protected, or on encrypted memory sticks, until the images are no longer required or the setting ceases to operate, should this occur then all photographs will be shredded or deleted from the computer and encrypted memory stick.
- The setting's iPads must not leave the setting and will not be removed from the site electronically unless there is a specific reason which has been agreed with the designated safeguarding officer and details logged. In the case of an outing or other activity away from the setting, risks must be minimised, e.g. Download all photos before removing iPads and other portable devices from the setting.
- Photos are printed in the setting by staff and images are then removed from the iPads memory.
- Encrypted memory sticks must be used. The designated practitioner is to ensure all photographs are permanently wiped from memory sticks/cards, computer hard disc and portable devices or other relevant devices once the images are no longer of use.
- All images, including those held within learning diaries will remain on site at all times, unless prior explicit consent has been given by both the Designated Practitioner for Safeguarding and the parent or carer of any child or young person captured in the photograph. Should permission be given to take images off site, all relevant details are to be recorded, for example: who, what, when and why.

- Before permission is given to take images or learning diaries off site a risk assessment will be carried out to look at transportation and storage outside of the setting to prevent families and friends and others accessing any personal data brought home from work by the employee.
- Children have their photographs taken to provide evidence of their achievements for developmental records. Photographs may be taken during indoor and outdoor play and displayed in albums or a child's development record/learning diary for children and parent/carers to look through. Photographs are also stored on Tapestry.
- Often photographs may contain other children in the background. If a parent/carer has not completed a consent form for the relevant usage we will not use an image where that child appears in the background. This includes use for other children's learning diaries as well as publicity.
- 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. Parents/carers, staff, volunteers and students will be notified of this in advance.
- No images will be taken of children which captures them in what are commonly understood as non-public activities like toileting or changing clothes, or which show body parts not usually visible in public settings.
- Use of mobile devices is prohibited in the toilet or nappy changing area.
- If photographs of the children taking part in an activity are used to advertise/promote our setting via our web site, in the local press etc. We do not show children who are in breach of rules or are behaving in a reckless or dangerous fashion.
- We will do our utmost to protect children's identity. We will not photograph children where consent is not given.
- Staff will be vigilant when children are in the outside area to prevent unauthorised persons taking photographs or recording images.

This Policy was adopted at the meeting of: Staff at Banwell Buddies

Held on: September 2018

Signed on behalf of the Committee:



Role of Signatory:

Chair of Management Committee