

LITTLE TRINITY LTD

Procedure for the use of Mobile Phones and Cameras

Introduction

The use of 'mobile phones, tablets and cameras' includes all hand held devices capable of photographic imagery. Images may be distributed via print, DVD, the internet or other technologies. Photographic imagery is integral to the recording of observations and celebration of achievements, and it is not the intention of this procedure to prevent the use of mobile phones and cameras in settings.

This procedure aims to ensure that there are clear guidelines in place which safeguard children, protect the rights of the individual, and provide staff with clear guidelines to follow, ensuring:

- Images are only used for the purpose intended
- Individual rights are respected and child protection issues considered
- Safe storage of setting's phones, cameras, images and memory cards
- Personal phones and cameras are securely stored and used appropriately
- Personal family photography is allowed where possible
- Parents/carers are given the right to opt out

1. Safeguarding Children

- The welfare and protection of our children is paramount and consideration will always be given to whether the use of photography will place our children at risk
- Consent is always sought
- Additional consideration will be given to photographing vulnerable children

2. Parental Consent

- On admission of a child to the setting parents/carers will be asked to complete a consent form indicating their agreement or objection regarding the use of images of their child. Consent will be discussed with the child, once they are old enough to understand.
- The parent/carer will be asked to confirm in writing, that they will inform the setting if they no longer wish images of their child to be used for any reason
- Parents will be informed in advance if, for publicity purposes, their child is likely to appear in the press

3. Images are only used for the purpose intended:

Photographs and video images are used for setting's purposes, which are, celebrating children's achievements through activities and displays and for evidence of e.g. the child's development

Staff ensure that:

- They always use the settings equipment for taking images
- They will never photograph children in a state of undress, e.g. whilst changing
- They will report any concerns about inappropriate or intrusive photographs found to the DSL, following our safeguarding procedure
- Images must never be shared without the consent of the parents/carers
- Risk assess use of images to include displays
- Risk assess the sharing of images with parents/carers/other agencies

5. Parental Photography

Parents/carers will ensure that:

- They respect the settings decision to prohibit photography of certain children or a particular event
- All images are taken for personal use only

6. The use of Mobile Devices - which include, Cameras, Mobile Phones and Video equipment - by Children

- Children are not permitted to use personal equipment in the setting for the purpose of taking photographs, unless being used as a learning resource
- The only exception will be on a setting trip or visit where photographs may be taken for personal use by children **but never in any respect used to bully or intimidate**

7. Safe storage of setting's images, phones, cameras and memory cards:

- Images should always be stored securely and password protected
- Images should be destroyed or deleted once they are no longer required for the purpose for which they were taken
- Images taken for publicity or promotional purposes will be destroyed after 2 years
- Setting's phones, cameras and/or memory cards should be stored securely at the end of the session

8. Personal phones and cameras are securely stored and used appropriately:

- Personal phones and cameras should be stored securely away from the children (this applies to staff, parents and visitors). In Little Trinity Nursery this will be in staff lockers for staff. Parents and Visitors will be asked to keep mobile phones in bags and will be monitored by staff when in the setting and challenged if necessary.
- Personal phones and cameras should only be used outside of working hours and away from the children.
- Staff are permitted to use the school mobile phone out of office hours (4 – 6pm) to receive calls from parents but not make outgoing calls. The phone in the Manager's office is always available for outgoing calls. The school mobile does not have a camera facility.
- Children using other devices, which include a camera, e.g. I-pad, should be supervised at all times to use appropriately and safely – this would include not taking images of other children.

9. Social Networking

This policy applies to staff when they are using social networking sites (Facebook, Twitter etc) on nursery or other equipment and their use is linked to the setting. Examples of ways in which staff are linked to the nursery when they are using the Internet are:

- using a school email address as their contact email;
- stating in their profile that they work for Little Trinity Nursery;
- stating in a discussion online that they work for Little Trinity Nursery;
- posting comments/information about the setting on social networking sites
- joining staff networks on external websites;
- using social networking sites from work computers.

This list gives examples of how someone can be linked to Little Trinity Nursery and is not exhaustive.

The nursery recognises that many members of staff use the internet for personal and recreational purposes outside working hours and that many staff participate in social networking.

When staff are using social networking sites and their use can be linked to the nursery, then the member of staff is representing the Nursery.

All staff should keep their work and private use of social networking sites separate. This should be done by creating separate profiles.

Staff should not invite parents/ pupils to be a “friend” on their personal social networking site.

Staff using social networking websites in a manner that can be seen as representing the Nursery are required to:

- set their profiles to private, so that they control who they allow to see their detailed information
- ensure that they do not conduct themselves in a way that is and/or could be seen as bringing the nursery into disrepute;
- ensure that any comments they post on these websites could not constitute bullying, harassment or discrimination;
- take care not to allow their interaction on these websites to damage working relationships between members of staff and parents of the setting;
- take care not to allow their interaction with parents to be construed as unprofessional.
- Ensure that they do not contravene the Data Protection Act by posting information about the setting, its staff or students or any third party.