

## Safeguarding and Welfare Requirement: Child Protection

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

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

## 1.6 Photography, Video, Mobile Phone and E-Safety Policy and Procedures



### Aims

- To be clear on the responsibilities of management and staff when using cameras, mobile phones, smart watches, tablets, computers, and other devices connected to the Internet within the setting.
- To safeguard children's welfare in relation to the above areas and minimize the risk of harm.
- To fulfil legal duties in relation to personal data and other areas, e.g.: GDPR 2018

### Procedures

#### Digital and Video Images

- Written permission from parents/carers will be obtained and documented before any images of children are recorded. This may mean that separate permissions are needed for:
  1. Evidence of EYFS tracking or Play quality in the setting.
  2. Use of images on setting website or other publicity.
  3. Images recorded during events/ parties/ fundraising or outings.
- Parents must be made fully aware of how any images of their children may be used or must have the right to decide if they wish their children to be photographed. Parents must be able to have a say in how these photos will be used.
- Digital images will be stored in a separate file on the computer, which is accessed by setting practitioners only. These images must be stored in accordance with data protection laws e.g.: password protected files, cameras and memory sticks locked away.
- While using digital images, practitioners should be aware of the risk associated with taking, using, sharing, publishing and distribution of images.
- Setting practitioners must only use the setting equipment: personal equipment must NOT be used to record images of the children.
- Staff should be vigilant when taking digital/video images of the children to ensure that they are appropriately dressed.
- Children's full names/names will not be used anywhere on the settings website or literature
- Individual parent's wishes must be considered.
- After a photograph is taken down it will be either stored in the child's file, returned to the family or shredded

#### Mobile Phone and Smart Watch Usage

Mobile phones (and Smart Watches) may only be used in settings as long as their use is appropriate and **only in allowed in designated areas away from the children**. The use of a mobile phone/smart watch must not detract from the quality of the supervision and care of children.

- Mobile phones/smart watches will be kept in a secure area away from where the children are accommodated.
- Staff may use their mobile phones during their designated breaks and in an area away from the children.
- The settings contact number will be given as an emergency number in case practitioners need to be contacted.
- Setting practitioners are not to use any mobile phone cameras to photograph the children.
- Visitors and parents will be asked to switch off their mobile phones or not to use phones while on the premises. If they need to use their mobile phone they will be asked to do so away from the children.
- In the setting, use of mobile phones will be for business and emergency purposes and practitioners are not to be distracted from the care of children.
- Setting practitioners must never exchange mobile phone numbers with children in their setting.
- Practitioners will be held responsible for the content and security of their own phones, e.g. access to web pages. If this is deemed to be a safeguarding issue this will be dealt with in line with the settings Safeguarding policies.
- Images taken of the setting or its children should be downloaded onto the settings computer/laptop only. Images must not be downloaded onto any personal computer.
- Offsite on outings, mobile phones may be very useful. Where child information is stored on a personal mobile for an outing this needs to be deleted after the outing is over. It is recommended for the senior member of staff to record this occurrence. Alternatively paper information may be taken on outings.

## **Computer and Laptop**

- Practitioners should not use the settings computer/laptop for personal use.
- The setting will ensure that all programs used and websites accessed are appropriate and that children are not able to access or download material which is unsuitable.
- All setting files that contain personal data will be stored appropriately and securely, e.g.: password protected or locked away.
- Practitioners should not forward any of the settings work, files, information etc stored on the setting computer/laptop to their home PC, unless, this has been agreed by management as necessary practice for the setting. It is recommended that a log of "homework" should be kept in the setting and this needs to be checked and signed by management on a regular basis. Any work taken home needs to be appropriately protected as if it were in the setting and open to scrutiny by management.
- Practitioners should not use any personal memory devices in the settings computer/laptop. Memory sticks provided by the setting should be used for work purposes only and should not be taken off the premises.
- All ICT equipment should remain in the setting at all times. This is to minimise the risk of computer viruses and for data protection purposes.
- Practitioners should not access, copy, remove or otherwise alter any other user's files, without their expressed permission.
- All email communication should be appropriate and written in a professional manner.
- Caution should be taken if personal e-mail addresses are used on the setting/laptop.
- E-mail attachments should only be opened if they are from a source known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- Illegal or inappropriate materials MUST NOT be uploaded, downloaded or accessed.
- Practitioners should ensure that settings computer/laptop is used appropriately to avoid disabling or damaging equipment.

## **Social Networking Sites**

The internet provides a number of benefits for staff. However when someone is identified with the setting or discusses their work, they are expected to behave appropriately when on the internet. The principles set out in this policy should always be followed. If in doubt then details should be discussed in the first instance with the setting manager

Social networking sites allow photographs, videos and comments to be shared with thousands of other users. However it is not appropriate to share work-related information whether written or pictorial in this way. Staff members should respect the privacy and the feelings of others.

Staff are in a professional position and are responsible for the care and education of children. Therefore they must not engage in activities on the internet which might bring the setting or its associated employees into disrepute.

Our use of social networking applications, such as Facebook, has implications for our duty to safeguard children, young people and vulnerable adults.

We aim to ensure:

- That our duty to safeguard children is maintained
- That the setting is not exposed to legal risk
- That the reputation of the setting is not adversely affected
- That our users are able to clearly distinguish where information provided via social networking applications is legitimately representative of the setting
- That we do not damage our reputation
- That we recognize our legal responsibilities

## **Procedures**

- Sites staff/volunteers are to be aware of include: Social networking sites (i.e. Facebook, Bebo, Myspace, Chat roulette), blogs (i.e. Blogger), discussion forums (i.e. Mumsnet, Ming), collaborative spaces (i.e. Wetpaint), media sharing services (i.e. You Tube) , microblogging (i.e. Twitter)
- All staff/volunteers should bear in mind that information they share through social networking applications, even though they are on private spaces, are still subject to copyright, data protection and freedom of information legislation, the safeguarding vulnerable groups act 2006 and other legislation.
- There will be no mention of the setting, names of staff, Committee members or attending children or their families.
- Staff/volunteers should not encourage parents as friends on social networking sites.
- There will be no uploading of photos of staff, or children and their families on any site.
- Any communications or content you publish that causes damage to the setting or any of its employees, children or families may amount to misconduct or gross misconduct and could lead to dismissal.

## **Responsibilities**

This means that adults/employees should

- Report any concerns about any inappropriate or intrusive photographs found or any activity that raises concerns.
- All staff should be made aware that failure to comply with policies and procedures may result in disciplinary action being taken.
- Be aware that not following procedures/guidance is potentially a child protection issue which may affect their suitability to work with children.

## **Legal framework**

- General Data Protection Regulations 2018
- Human Rights Act 1998
- Safeguarding Vulnerable Groups Act 2006

## **Further Information**

South West Child Protection Procedures – provide detailed online information on all aspects of child protection – [www.swcpp.org.uk](http://www.swcpp.org.uk)

Guidance for Safer Working Practice for Adults who work with Children and Young People - DCSF  
[www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00311/](http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00311/)

Data Protection [www.ico.gov.uk](http://www.ico.gov.uk)

Information Sharing: Practitioners' Guide (HMG 2006)

[www.everychildmatters.gov.uk/files/ACB1BA35C20D4C42A1FE6F9133A7C614.pdf](http://www.everychildmatters.gov.uk/files/ACB1BA35C20D4C42A1FE6F9133A7C614.pdf)