



Willow Tree Pre-School
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Registered Charity No (1130575)

Safeguarding and Welfare Requirement: Child Protection

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 Use of mobile phones and cameras and electronic devices

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, cameras and electronic devices in the setting.

Procedures

Personal Mobile Phones

- Personal mobile phones belonging to members of staff are not used on the premises during working hours.
- At the beginning of each individual's shift, personal mobile phones are stored in lockers. If no lockers are provided, they must be stored in a locked container in the office drawer.
- In the event of an emergency, personal mobile phones may be used in the privacy of the office, with permission from the manager.
- 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.
- If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.
- Members of staff will not use their personal mobile phones for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. 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.

Cameras, videos and other forms of electronic equipment

- Members of staff must not bring their own cameras, mobile phones, video recorders or electronic devices into the setting.
- 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.
- Camera, video and electronic device use is monitored by the setting manager.
- 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 and must NOT be shared on social media
- 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).

Internet Access

- Children never have unsupervised access to the internet
- The designated person has overall responsibility for ensuring that children and young people are safeguarded and risk assessments in relation to online safety are completed.
- If a second hand computer is purchased or donated to the setting it must be thoroughly checked and cleared of any material or programmes to avoid inappropriate material being accessed
- All computers/devices for use by children are located in a clearly visible area and their use monitored by staff.
- Children are not allowed to access social networking sites
- Staff to report any suspicious or offensive material to the Internet Watch Foundation at www.iwf.org.uk
- The designated person ensures that staff assist children to use the internet safely with age appropriate material
- Children are not permitted to use email in the setting

Social Media

- Staff are advised to manage their personal security settings on social media and to maintain professional standards and conduct at all times. Staff should not accept service users, children and parents as friends as this is in breach of expected professional conduct.
- No photos which identify staff to the setting may be posted on networking sites, and staff should not reference the setting in their comments. Staff should be vigilant in the use of 'tagging'
- Staff observe confidentiality and refrain from discussing any issues regarding work.
- Staff should not share any information they would not want children, parents or colleagues to view
- Staff should refer any concerns or breaches to the designated person
- Staff avoid personal communication with the parents and children with whom they act in a professional capacity. If a practitioner and family are friends before the child starts in setting, the information should be shared with the manager and risk assessment and agreement in relation to boundaries is agreed.

Electronic learning journals for recording children's progress

- Staff adhere to the guidance provided with Tapestry at all times.
Use/distribution of inappropriate images
- Staff are aware that it is an offence to send inappropriate images and will be dealt with under the Safeguarding children policy
- Photographs which include children whose parents do not wish photos of their child to be shared will be blanked out in group pictures

This policy was adopted at a meeting of	Willow Tree Pre-School	<i>(name of provider)</i>
Held on	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	Chairperson	