



St Tudy Pre-school

Use of mobile phones, Cameras, Internet and Social networking

Our pre-school takes the safety of children and young people extremely seriously as a matter of both legal and moral importance.

This policy aims to minimise the risk of inappropriate use of images of children and children's access to inappropriate images. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.

In accordance with our duties under General Data Protection Regulations (GDPR), our pre-school strictly prohibits the use of any photographic equipment (cameras, camcorders, mobile phones or any other medium used to take still or moving images) by staff, parents or visitors on its premises without the consent of the Manager and, as a photo of a child is personal data according to the Act, formal written parental consent.

It is likely that there will be occasions during a child's time at the setting when the pre-school may wish to photograph or video children as part of the EYFS photography observation or to record an achievement to show their parent/carer. Staff are strictly prohibited from using mobile phones and cameras at any time during work (onsite or during trips/outings) without prior consent of the Manager and child's parents.

Our pre-school will not use the personal details or full name (first name and/or surname) of any child in a photographic image on its website or in any other printed material without consent. Generally, photos of children will not have an accompanying name in the text or a photo caption; if a name is used in the text, the pre-school will not use a photograph of that individual unless specific permission has been granted. No photographs of children will be released to press or media contacts without the relevant written parental consent.

If permission is granted for parents to take photographs onsite or during trips/outing, parents must only take images (still or moving) of their own children and may not take images of other children unless they have permission from those parents.

Parents, staff or visitors who suspect anyone of taking images of children without consent must report the incident to the Manager immediately.

Should our Pre-school have the need to take and use photos of children for marketing/information purposes such as in the prospectus or on the website, every attempt will be made to be representative of the group – for example, including, where relevant, images of children from different ethnic backgrounds and positive images of children with disabilities.

Wherever possible, our Pre-school will use alternatives, for example, children's drawings instead of photographs of children.

Children will be encouraged to make effective use of the internet, with supervision. St Tudy Pre-school expects all users to use the internet responsibly. Users should not visit internet sites, make posts, upload or pass on materials

and remarks that contain or relate to pornography, promoting discrimination, promoting racial or religious hatred, promoting illegal acts or any other information that may be offensive colleagues, visitors or children.

St Tudy has a closed and secure Facebook page which is edited by a committee and staff member. Such photographs/posts are not to be shared outside of the closed group.

Procedures of mobile phone use

All personal mobile phones belonging to staff will be kept in the black cash tin located in the managers office, inside the filing cabinet. Staff member will sign phone in and out using sheet on notice. Any visitors with phones will be asked to be adhere to the same procedures.

If a personal emergency should occur, staff must only use the pre-schools phone or make a personal call from their mobile phone in the managers office.

During outings the manager or staff would use their own or immediate surrounding phones for emergency use while outside of the pre-school setting.

Children will be constantly supervised during their use of internet, to ensure no searches or inappropriate images are sourced or seen. Appropriate online filters are in place.

Tapestry

We use a programme called Tapestry to record children's journeys electronically during their time at Pre-School. Parents will be sent a link via their email address provided, of which they will log on to view their children's observations. All parents will be required to sign a declaration about E-security when accessing information via Tapestry. Ask to view the 'Tapestry Letter and consent form' for more information.

This policy was adopted at a meeting of: St Tudy Pre-school

Held on:

Date to be reviewed:

Signed on behalf of the committee:

Name of signatory: Emma Sleeman

Role of Signatory: Chair, St Tudy Pre-school

Name of staff member / volunteer	Signature	Date