



27. E-SAFETY POLICY

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

Mobile Phones

- Forest Row Pre-School allows staff to bring in personal mobile phones for their own use.
- Individuals bringing personal mobile phones into the setting must ensure there is no inappropriate or illegal content on the device.
- Personal mobile phones must never be used to contact children or their families, nor should they be used to take photographs or videos of children.
- All staff/volunteers must ensure that their mobile phone is left with their belongings throughout contact time with the children. Belongings should be placed in the staff cupboard or office.
- The exception to this rule is the Supervisor on duty, who must keep their charged phone by the Supervisor's desk throughout a session in case of an emergency evacuation.
- If a staff member/volunteer is waiting for an emergency personal call, they may, with the agreement of the Supervisor on duty, leave their mobile phone by the Supervisor's desk or with the Administrator in the office.
- Mobile phone calls may only be taken during staff breaks or in the individual's own time and only in the office. For matters of urgency staff and volunteers may use the setting's phone.
- All parent helpers and committee members will be requested to place their bag containing their phone in the office and to take or receive calls in an area away from the children.
- Mobile free zone posters are displayed and parents and visitors are not to use their phones in these areas.
- The mobile phones of visitors and workmen who attend during session time are to be left in the office. If it is necessary for visitors or workmen to have their mobile phones on their person to implement their role effectively then they are to be supervised at all times.

- It is the responsibility of all members of staff to be vigilant and advise an individual of our mobile phone policy if necessary and to raise any concerns they have with the Supervisor.
- The Child Protection Lead reserves the right to check the image content of a staff's mobile phone should there be any cause for concern over the appropriate use of it.
- Concerns will be taken seriously, logged and investigated appropriately.
- Should inappropriate images be found then the Local Authority Designated Officer (LADO) will be contacted immediately via Single Point of Advice (SPOA) and we will follow their advice (Tel. 01323 464222). Ofsted will also be advised (0300 123 1231).

Cameras/Tablets/Laptop

Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and are an effective form of recording their progression in the Early Years Foundation Stage (EYFS). They may also be used on our website and/or by the local press with permission from the parents. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- All parents are made aware of the use of cameras at Pre-School during the registration process and are required to complete a permission form indicating whether they allow photos of their child to be taken, and for what purpose.
- Only the designated Forest Row Community Pre-school cameras and tablets are to be used to take any photos within the setting or on outings. All Pre-school tablets must be password protected.
- Permission is granted by the Supervisor at the beginning of an outing or production. If permission is granted then photographs must only be for parents own personal use.
- Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of the cameras (3) and tablets (6). They all remain in the premises overnight in a lockable cabinet unless charging in the locked office, ready for use the next morning. If they do have to be taken home by a Key Person, then they are signed out and they agree to upload photos onto Tapestry and immediately delete the photos off the tablet.
- Images taken on the camera must be downloaded onto the Pre-school computer only, as soon as possible.
- Under no circumstances must cameras or tablets be used in the toilet area.
- The Supervisor is provided with a password protected laptop to be used off site. Under no circumstances are any photographs of children downloaded onto the laptop.

- In the event of staff misuse of any equipment in an illegal, inappropriate or abusive manner, a report must be made to the Child Protection Lead immediately. The appropriate procedures for allegations must be followed and the following teams/authorities must be contacted:
 - Police/PCSO (if appropriate)
 - LADO, via SPOA – 01323 466222
- In the event of minor or accidental misuse, internal investigations will be initiated and staff disciplinary procedures followed only if appropriate. All incidents will be logged in our Incident Log.

Examples of Inappropriate Use

- Staff are not allowed to discuss, comment or share photographs on social media or anything about Pre-school, any ex Pre-school children, committee, staff or current Pre-school children, committee or staff due to their signed confidentiality agreement.
- Staff accepting or inviting parents as ‘friends’ on social networking sites.
- Staff behaving in a manner online which would lead any reasonable person to question their suitability to work with children or act as a role model.
- Staff inviting or accepting children as ‘friends’ on social networking sites.

Electronic Learning Journals

We use an online system called Tapestry to record, track and share a child’s progress with their parents/carers. Please see our separate Tapestry Policy number 30.

Date Updated	Reviewed	Next Review
June 2015		June 2016
July 2016		July 2017

Chair of the Committee’s signature:

Supervisor’s signature:

Deputy’s signature:

Date: