

### Policy for use on 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 in the setting and also with regard to use of other forms of electronic communication devices.

#### ***Electronic Devices***

The use of electronic devices such as tablet computers, laptops, music players, game consoles, removable storage devices, memory cards, video cameras and similar devices could expose children in the setting's care to potential safeguarding risks and could distract people from full supervision and interaction with the children as well as portraying an unprofessional image to parents and visitors and therefore the following rules on the use of mobile phones and similar devices will apply:

- The use of personal electronic devices whilst on duty within the childcare environment is strictly forbidden (on or off duty).
- Staff must ensure that personal devices are not carried about their person during working hours and are stored in lockers or locked away, although can be used outside of the premises during rest and lunch breaks, or in the staff room only.
- At the beginning of each individual's shift, personal devices are stored in lockers or locked away in the staff room.
- Using a mobile phone or any other personal electronic device to take pictures or video clips of children is not allowed.
- Where trips are taken outside of the setting and a mobile phone is not provided by the setting, staff may use a personal mobile, which is fully charged and switched on for the duration of the trip. The phone cannot be used for taking photographs. No other personal devices may be used on the trip.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. Visitors will be advised of a quiet space where they can use their mobile phone where there are no children present.
- 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.
- Camera and video use is monitored by the setting's manager and room supervisors.
- We do not allow parents to take their own photographs, however, the nursery will take photographs/videos and gain permission from all parents/carers to display or upload onto our website.
- Personal devices must not be used to promote or run a commercial business

## Safeguarding and Welfare Requirement: Child Protection

- Personal devices must not be used to download or distribute games, music or pictures from the internet for personal use. They can bring viruses with them, use up capacity on the servers and potentially breach copyright.
- Employees are not permitted to spend school time on personal matters (for example, arranging a holiday, shopping, looking at personal interest websites).

### ***Photographs and Videos.***

Photographs are an important tool to evidence the development and learning of the children and provide a valuable record of the child's time at the setting; however they need to be taken safely. The following guidelines should be adhered to:

- Pictures can only be taken with the signed permission of the child's parent/carer.
- Pictures can only be taken with devices owned by the setting.
- Pictures and videos should only be stored on the setting's own devices.
- Under no circumstances should staff remove pictures or videos from the setting.

### ***Use of computers, internet and e-mails***

The early years setting encourages its employees to use e-mail and the internet at work where this can save time and expense. However, it requires that employees ensure that their communication is well structured and professional, just as if a letter was being sent.

If you are unsure about whether something you propose to do might breach this e-mail and internet guidance then you should seek advice from your line manager.

The following are examples of inappropriate use of the internet and email:

- Using the internet to gain access to social media.
- Sending or receiving, downloading or disseminating material that causes insults, offence or harasses others
- Accessing pornographic, racist or other inappropriate or unlawful material
- Engaging in online chat rooms or gambling
- Forwarding electronic chain letters or similar materials
- Transmitting unauthorised confidential information about the children, families or the organisation
- Downloading or playing computer games (unless authorised)
- Copying or downloading software.

## Safeguarding and Welfare Requirement: Child Protection

### Social networking websites

- The setting respects employee's right to a private life. However, the early years setting must also ensure that confidentiality and its reputation are protected.
- Therefore when visiting social networking sites these rules should be followed:
  1. Do not mention the early year's setting by name or any aspect of the setting;
  2. We advise not to have parents or carers\* as friends on social networking sites;
  3. Under no circumstances should the children that you care for be mentioned;
  4. Refrain from identifying yourselves as working for the early years setting;
  5. No photographs taken within the setting or of the staff in uniform should be used on any social networking site;
  6. Ensure that you do not conduct yourself in a way that is detrimental to the early years setting;
  7. Be aware that any inappropriate images on your site may place your professional personal in jeopardy; and
  8. Take care not to allow your interaction on these websites to damage working relationships between members of employees and service users of the early years setting.

**\* It is appreciated that some staff might have relatives who have children attending the setting and therefore might have them as friends on their profile.**

### Personal blogs

You are free to set up personal weblogs or 'blogs' on the internet, provided that they do not breach the law or disclose any of the early years setting's confidential information, breach copyright, defame the company or its suppliers, customers or employees; bring the organisation into disrepute, or disclose personal data or information about any individual that could breach the Data Protection Act 1998.

### Cyber bullying

The early years setting is committed to ensuring that all of its employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the work place. The early years setting can provide clear guidance on how bullying and harassment can be recognised. Cyber-bullying methods could include using text messages, mobile phone calls, instant messenger services, by circulating photos or video clips or by posting comments on web sites, blogs or in chat rooms. Personal blogs that refer to colleagues without their consent is also unacceptable. Employees who cyber-bully a colleague could also face criminal prosecution under various laws, including the Malicious Communications Act 1988.

### Monitoring

The setting reserves the right, but not the duty, to monitor any and all aspects of its electronic resources.

## Safeguarding and Welfare Requirement: Child Protection

This includes: data, email and voice mail boxes, and other employer provided electronic storage systems.

The setting also reserves the right for business and security purposes to audit and monitor the information on all systems, electronic mail, telephone and information stored on computer systems or media, without advance notice. The setting also reserves the right to retrieve the contents of any employee communication in these systems. This process is in place to maintain the integrity of the setting's electronic systems, the rights of the other users, and to ensure compliance with the settings policies and obligations.

### Equipment and Software Owned by the Setting

- ICT equipment such as PCs, touch screen monitors, tablet computers, cameras and video recorders are supplied by the setting.
- They are to be used for the purpose of promoting children's learning and development only.
- Any Electrical devices supplied by the setting are not to be taken home (without permission).
- Observations and assessments may be emailed to parents, in which case the parent will have given their permission and the email address that they would like it to be sent to.
- Employees found to be in breach of this policy will be subject to an investigation which may lead to disciplinary action. Employees who breach this policy could also face criminal prosecution under various laws.

This policy was adopted at a meeting of Little Lambs Pre-School held on 10<sup>th</sup> February 2017.....

Signed by.....Position.....

Name.....Review date.....