



## **Mobile Phone, Camera, Internet and Online Journal Policy**

### **Statement of Intent**

Ladybird Playgroup Thriplow CIO recognises that staff, students and volunteers may wish to have their personal mobile phones at work for use in case of an emergency.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones, particularly ‘Smart’ phones with cameras, and the internet have the potential to be used inappropriately and therefore the setting management has implemented this policy.

Ladybird Playgroup Thriplow CIO also recognises that some employees may use the internet for personal purposes and may participate in social networking on sites such as Facebook, Instagram and Twitter. Employees must ensure they do not breach the law or disclose any confidential information about the setting, children or families.

### **Aims**

This policy outlines Ladybird Playgroup Thriplow CIO’s approach to social networking and the use of blogs. It details the ground rules for employees, who should ensure that the content of their blogs/social networking sites does not bring the setting into disrepute or breach their obligations under the setting’s Code of Conduct

Definitions: The term ‘blog’ is short for ‘web log’. A blog is an online diary detailing personal insights and experiences. This is shared with an online audience. A social network site is a website that allows individuals to construct a public or semi-public online profile and to connect with others who share similar interests and views.

### **Procedure**

This policy applies to all setting employees, committee members, volunteers and students.

#### Use of personal mobile phones and ‘Smart’ phones with cameras by staff, students and volunteers

Personal mobile phones and cameras belonging to members of staff are not to be used on the premises during working hours and never whilst children are present.

Personal mobile phones and ‘Smart’ phones with cameras should be stored in staff bags.



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School Lane, Thriplow, Royston, Herts, SG8 7RH

CIO Charity Number 1162435

Tel: 01763 208055 Email: [ladybirdplaygroupthriplow@gmail.com](mailto:ladybirdplaygroupthriplow@gmail.com) Web: [www.ladybird-playgroup.co.uk](http://www.ladybird-playgroup.co.uk)

In the event of an emergency, staff and volunteers should seek permission from the session's leading practitioner to use their mobile phones. If given permission they must use their mobile phone in private, away from the children, ensuring that staff supervision levels are not compromised.

Members of staff ensure that Ladybird Playgroup Thriplow CIO's telephone number is known to immediate family and other people who need to contact them in an emergency.

In circumstances such as outings and off-site visits, staff will agree with the lead practitioner the appropriate use of personal mobile phones in the event of an emergency. Staff 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.

Where there is suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the 'Safeguarding and Child Protection' Policy).

Staff, students and volunteers remain responsible for their own property and will bear the responsibility for any losses.

Members of staff must not bring their own cameras or video recorders to Ladybird Playgroup Thriplow CIO.

Use of personal mobile phones and cameras by non-staff

Mobile phones (and 'Smart' phones with cameras) should only be used away from the children and where possible, off-site. 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.

In exceptional circumstances, such as a family emergency, visitors should seek permission from the session's lead practitioner to use their mobile phone.

Ladybird Playgroup Thriplow CIO's main telephone number can be used for emergencies.

Photos of children must not be taken without prior discussion with the lead practitioner and in accordance with the Data Protection Act 1998 and using the 'Use of images consent form' (please refer to the settings document 'Guidance for settings on the use of images, mobile phones and cameras in accordance with the Data Protection Act 1998').



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In circumstances where there is a suspicion that the material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed. (please refer to the 'Safeguarding Children Young People and Vulnerable Adults' policy).

Visitors remain responsible for their own property and will bear the responsibility of any losses.

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.

Use of Ladybird Playgroup Thriplow CIO's mobile phone, camera and recording equipment

Only the camera and recording equipment belonging to the setting may be used to take appropriate and relevant images of children, i.e. to record their learning and development, for displays within the setting, events and progress folders.

Images must be used in accordance with the Data Protection Act 1998 and using the settings document 'Guidance for settings on the use of images, mobile phones and cameras' in accordance with the Data Protection Act 1998).

Cameras and recording equipment shall only be used where two or more staff members are present and be monitored by the lead practitioner.

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).

It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases, the 'Logging Concern Form and Body Map' must be used. Please find one of these forms in the Policy file.

The Ladybird Playgroup Thriplow CIO's mobile phone must only be used for work related matters.

In circumstances where there is suspicion that the material on Ladybird Playgroup Thriplow CIO's mobile phone may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the 'Safeguarding Children, Young People and Vulnerable Adults' policy).

The Ladybird Playgroup Thriplow CIO's mobile phone remains the property of the setting at all times and shall not be taken off the premises (with the exception of visits and outings).



### Social Network and blogs

Ladybird Playgroup Thriplow CIO has a Facebook page which is a closed group and managed on site by staff. The purpose of the Facebook page is to communicate with parents or carers about daily activities at the Playgroup. It is a closed group and is only accessible by current Ladybird Parents or carers with permission being granted by staff on an individual basis. Once children have left Ladybird Playgroup Thriplow CIO, their parents will no longer have access to this page. The access is managed by staff. The staff member in charge of administration of the closed group is Michelle Fairweather.

Employees must not access personal blogs/social networking sites on work premises or use Ladybird Playgroup Thriplow CIO's internet systems or email address for their own use without prior agreement.

Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.

Communication with children and young people, by whatever method, should always take place within clear and explicit professional boundaries. Staff should avoid any misinterpretation of their motives or any behaviour that could be construed as grooming. Anything posted online could end up in the public domain to be read by children and parents/carers in the future.

Ladybird Playgroup Thriplow CIO does not condone employees writing about their work on social networking sites or web pages and asks them not to do so. If employees choose to do so, they are expected to follow the rules below.

Staff **must** not:

- disclose any information that is confidential to the setting or any third party or disclose personal data or information about any individual child or colleague, which could be in breach of the Data Protection Act.
- disclose the name of the setting or allow it to be identified by any details at all. This includes posting photos of children, young people, the premises or events with work colleagues.
- link their own blogs/personal web pages to the setting's website.
- make defamatory remarks about the setting, children or colleagues.



- misrepresent the setting by posting false or inaccurate statements.
- make any remarks or actions on social media that might bring Ladybirds into disrepute.

It is accepted that staff at Ladybird are part of the local Thriplow community and that children, young people and parents who use the Pre-school could be friends with staff.

However, staff **must**:

- consider carefully and use their professional discretion when sharing personal email details with children, young people and parents who use Ladybird Playgroup Thriplow CIO.
- consider carefully and use their professional discretion when using social networking sites and sending or accepting 'friend requests' to or from children, young people or parents who use Ladybird Playgroup Thriplow CIO.

Failure to adhere to the rules and guidelines in this policy may be considered misconduct and could lead to disciplinary and/or criminal investigations.

#### Electronic learning journals for recording children's progress

The Committee and Staff team have agreed to use an online learning journal. A risk assessment is completed with details on how the learning journal is managed to ensure children are safeguarded.

Staff adhere to the guidance provided with the system at all times.

#### *Tapestry*

At Ladybird Playgroup Thriplow CIO we use an online system called Tapestry to record and store all observations and assessments relating to each child. This is a safe and secure system and one that enables parents and carers to access their child's learning journey at any time. They can share it with their child, family and friends at home and also post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent partnership.

#### *Tapestry - Safety and security*

Staff use tablets to take the photographs for observations which are uploaded to the journals. Each staff member has a secure login that is password and pin protected. The tablets are kept in a secure cupboard at pre-school and may only be taken home by staff members for specific reasons and with the express consent of management.



Staff will be allocated time at work to update journals and assess their key children's next steps. A dedicated laptop is provided for this. This will remain in a secure cupboard at pre-school. Staff should have minimal need to work on journals at home but if they wish to do so they may access the Tapestry site using their own device. Staff are not permitted to download any photographs of the children onto their own devices. If staff do work on Tapestry at home, they should be aware of any other people around them and make sure they are not overlooked. They must logout as soon as they have stopped working.

If any member of staff suspects that their login details have been compromised in any way, they must inform the pre-school managers immediately and new login details will be created.

The Tapestry on-line Learning Journey system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by Ladybird Playgroup Thriplow CIO; we are registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act. Photographs stored on the tablets are deleted on a regular basis by a member of staff.

#### *Tapestry - Parents*

Parents logging in to the system can only access their own child's Learning Journey. Parents may input new observations and photos and add comments to existing observations. They do not have the necessary permission to edit existing content. Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos contained in their child's Learning Journey. If parents withhold this consent their child is only ever photographed alone and no shared observations are made including that child.

#### *Tapestry - Parents without internet*

For parents without access to the internet, we will print all the information from Tapestry and collate it into a paper Learning Journey. This will be in the setting for the parent to view at all times and will be available to take home.

#### *Tapestry - When children leave*

When children move to another setting we will transfer the Tapestry account to the new setting, if they also use Tapestry. If they do not, we will email a PDF to the setting.

When a child leaves the setting to start school we will email the parents a PDF copy of their child's Learning Journey so they have a lasting record of their child's time at pre-school. The child's



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information, and their Learning Journey will be permanently deleted from our Tapestry account so no data on that child will remain with us once they have left.

**Legal framework**

Further guidance:

*Guidance for settings on the use of images, mobile phones and cameras in accordance with the Data Protection Act 1998.*

This policy was adopted at a meeting of the Ladybird Playgroup Thriplow CIO	
Held on (date)	
Signed on <i>behalf</i> of the Ladybird Playgroup Committee	
Role of signatory (e.g. chairperson etc.)	
Signed by Playgroup Leader/Deputy	
Name of Playgroup Leader/Deputy	