



## **Safeguarding Children and the use of Social Networking Sites, Mobile Phones & Digital Photography**

Our pre-school wants to work with children, parents, and the community to ensure the safety of children and to give them the very best start in life.

### **Aims**

Our aims are to:

- create an environment in our pre-school which encourages children to develop a positive self image, regardless of race, language, religion, culture, or home background;
- help children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- encourage children to develop a sense of autonomy and independence;
- enable children to have the self confidence and the vocabulary to resist inappropriate approaches; and
- work with parents to build their understanding of and commitment to the welfare of all our children.

The legal framework for this work is:

#### **Primary legislation**

- The Rehabilitation of Offenders Act
- The Children Act 1989 – S47
- The Children Act 2004 (Every Child Matters)
- Data Protection Act 1998
- The Protection of Children Act 1999
- The Children (NI) Order
- The Children (Scotland) Order
- Childcare Act 2006
- The Early Years Foundation Stage section 1.3, 1.4, 2.2, 3.3 4.2

### **Guidance**

- Working Together to Safeguard Children (revised 2006)
- What to do if you are worried a child is being abused (revised 2006)
- The Framework for the Assessment of children in Need and their Families (2000)
- The Common Assessment Framework (2005)

### **Secondary Legislation**

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1999)
- Race Relations (Amendment) Act (2000)
- Race Relations (Amendment) Act (1976) Regulations
- Rehabilitation of Offenders Act 1974

## Policy Statement

Children have their photographs taken to provide evidence of their achievements for their developmental records (The Early Years Foundation Stage, EYFS 2012) Staff visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of pre-school children for their own record during session times. A mobile phone and a separate camera is provided for pre-school use.

### Procedures

- Under the Data Protection Act 1998 the pre-school must seek parental consent to take photographs and use video equipment. Photographs will be stored on the pre-school laptop, until the pre-school ceases to operate, should this occur then all photographs will be shredded or deleted.
- The pre-schools digital camera and memory cards and sticks only leave the premises when they are being developed by a professional company (usually ASDA or CostCo). Once pictures have been collected, they remain confidential and are immediately returned to the setting and the images are deleted from the cameras memory
- Photographs may be taken during indoor and outdoor play and displayed in albums on photo boards or in the child's development records for all children, parents, and carers to look through
- Often photographs will contain other children in the background
- Any events such as Summer Fun Day, Christmas Nativity show or Children's Leaving ceremonies may be recorded by video and photographed by staff, parents, and carers but always in full view of all attending
- Any images taken on these occasions must not be put on any social networking site such as Facebook unless only your own child is in the image and no other children, staff or parents are seen and nothing identifying the pre-school is in view or written next to the image.
- On occasion, we might like to use photographs of the children at pre-school to advertise/promote the pre-school; however specific parental permission for this would be required
- All staff mobile phones must be kept in a staff only area or with their personal belongings, children are not permitted in this area
- Visitors and parents may only use their phone outside the building as this interrupts the setting and most phones now contain an inbuilt camera
- All cameras and mobile phones including the designated pre-school one are prohibited in the toilet and nappy changing area
- In case of a personal emergency all incoming personal calls should be directed through the pre-schools mobile
- Staff are asked not to make personal calls during their working hours; however, in an urgent case a call may be made or accepted if deemed necessary by the Manager
- The pre-schools mobile is kept within reach of staff during all working hours.
- The camera is kept on a high shelf for any member of staff to gain easy access whenever necessary during working hours. After hours, the camera is locked away.
- Staff are not permitted to use any Social Networking site to discuss anything related to pre-school even if the site is a closed site as this would be in breach of our confidentiality policy
- No parents/carers or staff are allowed to use offensive language at preschool or to each other or children or on any social media, as agreed and signed for on the home / preschool contract.

Our designated person is

Michele Whelan

Our designated officer who oversees this work is

Helen Elliott

- MASH – Sutton Civic Offices, St Nicholas Way Sutton SM1 1EA 020 8770 6001

- Wallington Police Station non-emergency 101 28 Stafford Rd, Wallington, SM6 9AA
- NSPCC 0808 800 5000
- LSCB, Sutton branch – Sutton Civic Centre, St Nicholas Way Sutton SM1 1EA  
8770-4534 Child Protection Manager – Paul Sharma
- Sutton Social Services 8770 5000 Out of Hours number

This policy was adopted on 1<sup>st</sup> September 2019 for Lavender Pre-School – Tweeddale

Signed on behalf of the Pre-School

