**Sticky Fish Pre-school Multi-Media and E-Safety Policy and Procedure.**

There is a designated person who oversees management and safety of all users (staff, volunteers, and children) and who ensures it is agreed and respected by all. They ensure procedure is followed in the event of an online, data, or multi-media incident. They keep up to date on developments of online safety.

The designated person is: Liz Tomlinson

**Aims**

* To be clear on the responsibilities of management and staff when using cameras, mobile phones, and computers within the setting.
* To safeguard children’s welfare in relation to the above areas and minimise the risk of harm.
* To fulfil legal duties in relation to personal data and other areas, e.g.: Data Protection Act 1998

**Digital and Video Images**

Working with children and young people may involve the taking or recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity and well-being of children.

Images taken at sticky fish pre-school are for the purposes of the EYFS, display work and for pre-school business only. They are ultimately the property of parents/carers when their child leaves the preschool as a record of the child’s learning. Images on the computer and in encrypted cloud storage will be destroyed once they have been used for the purposes of the pre-school, and all images will be annually destroyed once finished with.

* Written permission from parents/carers will be obtained and documented before any images of children are recorded. This may mean that separate permissions are needed for:

a.Possible use of images on our website.

b.Possible use of images on other publicity.

c.Images recorded during events/parties/fundraising or outings.

* Parents must be made fully aware of how any images of their children may be used or must have the right to decide if they wish their children to be photographed. Parents must be able to have a say in how these photos will be used.
* Digital images will be stored on the stickyfish computer and in encrypted cloud storage, which is accessed by setting practitioners only. These images must be stored in accordance with data protection laws e.g.: two factor authorisation, password protected files, cameras and encrypted memory sticks locked away.
* Images must not be downloaded onto any personal computer.
* While using digital images, practitioners should be aware of the risk associated with taking, using, sharing, publishing and distribution of images.
* Setting practitioners must only use the setting equipment: personal equipment must NOT be used to record images of the children.
* Staff should be vigilant when taking digital/video images of the children to ensure that they are appropriately dressed.
* Children’s full name/names will not be used anywhere on the pre-school’s website or literature.
* Individual parent’s wishes must be considered.
* After a photograph is taken down from a display it will be either stored in the child’s file, returned to the family, or shredded.

**Mobile Phone Usage**

**Mobile Phones Permitted Subject to the Following Regulations:**

* Practitioners, volunteers, students etc will not have their private mobile phone on their person during work hours.
* Mobile phones will be kept in a secure area away from where the children are accommodated (in a designated box either on the kitchen hatch, or on the top shelf of the outdoor shelving units out of reach of children). The exception is the designated work mobile phone which may be used to take photos and uploaded onto Class Dojo within the app. Images must not be stored on the work mobile phone.
* Staff may use their mobile phones and the designated work mobile phone in an area away from children (e.g. the kitchen or the staff office).
* Sticky Fish Preschool’s contact number will be given as an emergency number in case practitioners need to be contacted.
* Setting practitioners are not to use any mobile phone cameras to photograph the children, with the exception of the designated work mobile phone within the Class Dojo app.
* Visitors and parents staying on the premises will be asked to place their mobile phones in the designated box. If they need to use their mobile phone they will be asked to do so away from the children (e.g. in the kitchen or the staff office).
* Setting practitioners must never exchange mobile phone numbers with children in their setting.
* Practitioners will be held responsible for the content and security of their own phones, e.g. access to web pages and apps. If this is deemed to be a safeguarding issue this will be dealt with in line with the settings child protection and disciplinary policy.
* In an emergency, the nearest member of staff to the phone will take the mobile phone box/mobile phone with them.

**Mobile phones on outings:**

* The lead person will be responsible for taking a mobile phone (either the sticky fish work phone or personal mobile) on outings, and will contact sticky fish in an emergency. Alternatively, or in addition, paper information may be taken on outings.

**Computer, Laptop and Tablet**

* Practitioners should not use the preschool’s computer/laptop/tablet for personal use.
* The preschool will ensure that all programs used and websites accessed are appropriate, and that children are not able to access or download material which is unsuitable.
* Children are supervised by an adult when accessing the tablet. All apps allowing online access are pin protected.
* Any new app installed for the purpose of work has to be approved by the manager before children can access it.
* All setting files that contain personal data will be stored appropriately and securely, either password protected or locked away.
* Practitioners should not use any personal memory devices in the setting’s computer/laptop. Memory sticks provided by Sticky Fish Pre-school should be used for work purposes only and be encrypted for maximum protection of personal information/images.
* All other ICT equipment should remain in the setting.
* Practitioners should not access, copy, remove or otherwise alter any other user’s files, without their expressed permission.
* All email and ClassDojo communication should be appropriate and written in a professional manner.
* Caution should be taken if personal email addresses are used on the setting laptop, and practitioners should log out when finished.
* Email attachments should only be opened if they are from a source known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
* Illegal or inappropriate materials must not be uploaded, downloaded or accessed.
* Practitioners should ensure that the setting's computer/laptop is used appropriately to avoid disabling or damaging equipment.
* Practitioners will not email any photos/videos of children to each other.

**Social Networking Sites**

* Practitioners, volunteers, students, registered bodies etc should not put details of their work on any form of social networking site.
* Photographs, names of, or comments about children within the setting must never be shared on any social networking site.
* Adults working with children/young people are advised to not correspond with setting children/families through social networking sites.
* Practitioners, volunteers, students, registered bodies etc should not engage in any online activity that may compromise their professional responsibilities.
* Practitioners should be aware of the possible implications when entering any personal details on any gaming or social networking sites (e.g. YouTube, Facebook, twitter etc).
* The setting’s computer/laptop/tablet should only be used for setting related activities. Practitioners will not be permitted to use the equipment to access social networking sites at any time, including during designated breaks.
* All communications should be transparent and open to scrutiny.
* All staff should be made aware that failure to comply with policies and procedures may result in disciplinary action being taken.

**Responsibilities**

Adults/employees/volunteers should:

* Report any concerns about any inappropriate or intrusive photographs found or any activity that raises concerns, and this will be acted on.
* Report (and must not respond to) any communication that makes them feel uncomfortable, is abusive, threatening, or bullying, and this will be acted on.
* Should be made aware that failure to comply with policies and procedures may result in disciplinary action being taken.
* Be aware that not following the pre-school guidance is potentially a child protection issue which may affect their suitability to work with children.

###### Further Information

South West Child Protection Procedures – provide detailed online information on all aspects of child protection – [www.swcpp.org.uk](http://www.swcpp.org.uk/)

Guidance for Safer Working Practice for Adults who work with Children and Young People - DCSF [www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00311/](http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00311/)

Data Protection [www.ico.gov.uk](http://www.ico.gov.uk/)

Date Agreed: OCT 2022 Review Date: October 2023

Signed By: Liz Tomlinson Signature

Role of signatory: Pre-school Manager