



Moorgate Nursery School and Munchkins Childcare E-safety Policy

Use of Cameras and Images

Use of Mobile Phones

Use of The Internet

With reference to the "Statutory Framework for the Early Years Foundation Stage
Setting the standards for learning, development and care for children from birth to five"

Contents

Introduction.....	3
1. Use of Cameras and Images.....	4
2. Use of Mobile Phones	8
3. Use of the Internet	9
Appendices.....	11
Appendix 1. Example of Staff Agreement.....	12
Appendix 2. Example of Staff Image Consent Form.....	12
Appendix 3. - Example of Image Consent Letter to Parents	15
Image Consent Form	16
Appendix 4. Example Consent Form for Group Activity eg. School Production or Special Event	19

Introduction

This guidance in this policy relates to all members of Moorgate Nursery School and Munchkins Childcare.

Quite often, the risks in safety are not fundamentally related to a piece of technology, but rather the way in which it is used within a particular environment. What may be acceptable use at home is not necessarily acceptable within an Early Years setting. To protect all users from potential and known risks, it is important to follow a clear set of procedures and, if necessary, sanctions which are realistic, achievable, agreed and respected by everyone involved in the individual setting. The rationale behind any procedures or restrictions should be explained as a means of empowering users to stay safe rather something imposed to make life difficult!

Overall legal responsibility for ensuring safe use of technology lies with the individual or organisation registered with Ofsted to provide child care in the setting and must be reviewed on a regular basis as new technologies become available. However, safeguarding must equally be everybody's concern.

In this policy :

- The term '*Head*' refers to the individual or organisation that is registered with Ofsted to provide child care or the designated manager of the setting.
- The term '*parent*' includes all adults with parental responsibility for a child

This guidance document is divided into 3 sections:

- *Use of Cameras and Images*
- *Use of Mobile Phones*
- *Use of the Internet*

1. Use of Cameras and Images

Under the Data Protection Act (1998) photographs and videos of adults and children are regarded as personal data and must be respected as such.

Safe practice must be communicated to adults within the setting, but also if children are encouraged to use cameras etc, you must consider how you will 'teach' them to respect individual's rights.

Consent and Purpose :

- A written consent form is kept from all parents for photographs of their children to be taken or used during their time at the nursery and for those children who attend groups at the centre regularly.
- Written consent is kept from adults employed in the nursery for their photographs to be taken or used.
- Consent for both of the above includes the use of external photographers or involvement of 3rd parties.
- The consent includes permission to store / use images/videos once a child has left the setting eg. for brochures, displays for up to 5 years.
- Permission is obtained when the child first starts attending the setting and it is the parents responsibility to update us if they require the information/ consent to change.
- Parents are informed through the forms of the purposes for which images may be taken and used eg. displays, website, brochures, learning journeys and portfolios, press / other external media/ training.

- Information regarding children / other adults whose photographs must not be taken is disseminated to staff through a sheet signed by staff in childrens information file in the office which our School bursar disseminates to staff once a term when children start either nursery or Munchkins.

Taking Photographs / Video

- The use of personal equipment such as cameras , are not allowed within the settings. Photographs/videos are only taken using equipment provided by the setting.
- When taking photographs/ video:
 - The rights of an individual to refuse to be photographed respected at all times.
 - The photographs do not show children who are distressed, injured or in context that could be embarrassing or misinterpreted.
 - Staff try to ensure that certain children are not continually favoured when taking images.
 - Staff are to ensure that all subjects are appropriately dressed and not participating in activities that could be misinterpreted?
 - The use of digital equipment is forbidden in areas classed as 'off limits' these areas are; all toilets and changing areas. Signs are displayed in these areas to remind staff.

Parents Taking Photographs / Videos

- Under the Data Protection Act (1998), parents are entitled to take photographs of *their own* children on the provision that the images are for *their own* use, eg. at a school production. Any other purpose is a potential breach of Data Protection legislation. Parents are informed this during induction and through consent forms.
- The consent form to parents informs them that they should only take photographs of their own children and that they need permission to include any

other children / adults. It also states, that publishing images which include children other than their own or other adults on Social Network sites is not acceptable, unless specific permission has been obtained from the subjects.

Storage of Photographs / Video

- Staff must save all images to the media file within the setting. Images must only be taken off site in unavoidable circumstances and staff are requested be mindful of keeping these images safely stored if/ when off site.
- Staff in the nursery school should avoid saving images onto USB memory sticks
- Parents do not have access to photographs / videos stored on our equipment
- If a parent withdrew permission , senior admin would dispose of all images of the child which the nursery or children's centre held.

Publication of Photographs / Videos

- Consent is obtained from parents for publication of children's images/videos, eg. on a website/for training.
- Photographs are only published online to secure sites.
- When publishing photographs all staff should consider the following; care should be taken over the choice of images to ensure that individual children / adults cannot be identified or their image made available for downloading or misuse, eg. through the use of low definition images that will not magnify effectively.
- When publishing images all staff must ensure,
- Full names and personal details are not be used on any digital media, particularly in association with photographs
- They know and understand the risks associated with publishing images, particularly in relation to use of personal Social Network sites. If staff are unsure they should consult a senior member of staff.

The Media, 3rd Parties and Copyright

- Any 3rd Party taking images must be supervised at all times whilst in the setting and ensure they understand and are able to comply with the Data Protection requirements in terms of taking, storage and transfer of images.
- If staff are uploading images to a 3rd party website, eg. for printing or creating calendars, cards etc ensure you have read the terms and conditions of the web site. Staff must ensure they do not grant the site's host licence to modify copy or redistribute images without further consent. The site may also be advertised for 'personal use' only - therefore using for business purposes would be a breach of the terms and conditions.

2. Use of Mobile Phones and watches

Mobile phone technology becomes increasingly more complex, with many devices including access to a range of enhanced services and content beyond the traditional call making and texting. The use of mobile phones during the working day within the setting could cause distraction or be considered intrusive in certain situations.

All staff, visitors and parents should be made aware of the rules within this policy

- Personal mobile phones and smart watches must not be used within the child's environment, indoors or outdoors whilst children are on site.
- Personal mobile phones are allowed during lunch, break times and before or after the children arrive.
- Staff are expected to leave their personal mobile phones on silent in their bags in the staff room, the office or in a locker when they are working with children.
- Staff or visitors should be contacted through the main offices at the nursery school and/ or children's centre in the event of an emergency or on their work's mobile phone.
- Video, digital images or audio must not be recorded on staff's personal mobile phone without specific authorisation from the manager of the setting.
- Staff have access to a work's mobile phone and camera whilst outside the main buildings or on trips.
- On arrival to the building visitors are made aware of the rules for acceptable use of mobile phones and signs are clearly displayed on entry to the environments.
- Staff should ensure they are vigilant in monitoring visitors for any covert use of mobile phones / cameras. Staff have a responsibility to stop this behaviour from continuing as soon as it is observed.
- Staff should always report immediately any suspicious use of mobile phones and / or cameras/smart watches to a senior member of staff and the designated senior officer. This should be done within 24 hours of suspicions.

3. Use of the Internet

The use of the internet is encouraged within the setting to support children's learning and development. Staff also use the wealth of information on the internet to , amongst other things support planning and help make resources. The internet is widely used within the settings.

- Access to the Internet via a secure wi fi or broadband system is secured through Lancashire County Council.
- All devices, used within the setting, have up to date anti virus protection and appropriate filtering if to be used by children. This is maintained through the service level agreement with Lightspeed systems
- All ipads and mini ipads have passwords , as so only authorised people can download apps.
- All users have specific logins to specific devices within the setting. Devices 'time out' after 3 minutes if not used. All staff must ensure they log out when leaving a device.
- Staff must create safe passwords and change these every three months. Staff should must ensure passwords are kept private and NOT shared with other adults.
- Certain resources or sites eg. shopping, Social Networking are not allowed to access on equipment owned by the setting unless related to staffs role in the setting . IE ordering resources for the children, accessing the Nursery school/Munchkins facebook site. Staff are informed of this during induction and through this policy.
- Staff are forbidden at all times to access inappropriate or illegal materials. If any member of staff are concerned that this may be happening on the premises or by any other member of staff at work or at home they must report it to the designated senior person for child protection as soon as they have concerns or within 24 hours.

- All staff have a dedicated, secure email address for all work related communication. Any communications made on behalf of the setting should be polite, respectful and not open to misinterpretation.
- Websites are updated regularly, senior staff and administrative staff are responsible for the content.
- All staff should ensure they are familiar with and abide by the 'Guidance for safer working practice for adults who work with children and young people' guidelines with particular reference to advise regarding communicating with children, young people or parents via online technologies. This may also include adding children, young people or parents as 'friends' on Social Networking Sites.
- <http://webarchive.nationalarchives.gov.uk/20100202100434/dcsf.gov.uk/everychildmatters/resources-and-practice/ig00311/>)
- Staff are not discouraged from personal use of Social Networking sites on their own computers, outside the work environment. But must always consider the potential risks, for example in posting images of children or making comments that may breach confidentiality or be regarded as offensive. Practitioners should ensure that their use of such resources is professional and does not bring the setting into disrepute.

Appropriate formal procedures may have to be taken if staff disrespect this policy.

Signed.....Date.....

Appendices

These appendices provide basic templates that can be adapted to reflect individual settings.

Appendix 1. Example of Staff Agreement

Under section 3 of the EYFS framework (2012), all settings must have a Policy in place that covers the use of mobile phones and cameras. This Policy explains the procedures we have decided upon to safeguard children and staff at *<insert name of setting>*.

I have read the eSafety Policy for *<insert name of setting>* and agree to abide by its contents. I understand that failure to do so may result in disciplinary action being taken against me.

Name	Signature	Date	Name	Signature	Date

Appendix 2. Example of Staff Image Consent Form

As a member of staff at Moorgate Nursery School and Munchkins Childcare we may wish to take your photograph or include you in video footage that highlights your work in the setting

or your involvement with specific children eg. in individual profiles. These images may appear in children's profiles and / or our publications both printed and online or used for training purposes.

To comply with the Data Protection Act (1998), we need your consent to take and use such photographs or videos. Please read the 'Conditions of use' then circle your response to the questions below.

Please sign, date and return the completed form to *<insert name>*, even if you have chosen not to give your consent.

1. May we use your image in children's profiles?..... Yes / No
2. May we use your image in printed publications or displays within the setting?..... Yes / No
3. May we use your image in printed publications or displays outside the setting?Yes / No
4. May we use your image on our website / other online publication/Training?..... Yes / No
5. May we include personal information ie. your full name and job title to accompany photographs / videos.....Yes / No

I have read and understood the conditions of use.

I understand that pictures and details published online are potentially accessible by anyone in the world with internet access.

Name:

Signature:

Date:

Conditions of use

1. This form is valid for your term of employment.
2. Images will only be used for purposes where consent has been given.
3. Consent can be withdrawn at any time in writing to the Head or Chair of Governors.
4. Publication of photographs will cease and electronic copies will be deleted should you leave the setting unless we ask permission to keep good examples for future; e.g: for training..
5. Personal information will only consist of full name and job title. This will be accurate and kept up to date.

Appendix 3. – Example of Image Consent Letter to Parents

Dear Parent/carer

At Moorgate Nursery School and Munchkins Childcare we like to use photographs / video to regularly record key moments in children's learning, but are obliged to request your consent before any images are taken that include your child.

Photographs / video may be used for example, to record achievements in children's learning journeys and profiles, in displays (both static and digital), printed publications, for training, on our website and in publicity materials. We also actively encourage children to use our cameras to take photographs / videos as part of their learning activity.

Occasionally, we may be visited by the media or a third party who will take photographs / videos of an event or to celebrate a particular achievement. These may then appear in local or national newspapers, external websites or on televised news programmes.

We recognise that increased use of technology and opportunities for online publishing mean that there is greater potential for accidental or deliberate misuse. We endeavour to minimise risks by putting safeguards in place that will protect your child's interests, and enable us to comply with the Data Protection Act (1998).

Please read and complete the attached consent form (for each child) and return to Jane Rimmer, Bursar, as soon as possible. We appreciate that some families may have additional concerns and anxieties regarding protection of a child's identity and therefore request that you inform us, in writing, of any special circumstances either now or at any time in the future that may affect your position regarding consent.

We include the safe use of Cameras and Images in our broad safeguarding procedures, which you are welcome to view or take a copy of at any time. If you have any particular concerns or queries, please do not hesitate to contact us.

Image Consent Form

Name of child: _____

Please read the **Conditions of Use** on the back of this form then circle your response to the questions below. The completed form (one for each child) should be returned to *<insert name of Manager>* as soon as possible.

1. Do you agree to photographs / videos of your child being taken by authorised staff within the school?Yes / No
2. Do you agree to photographs / videos of your child being taken in group situations by 3rd parties at special events eg. School productions or extra curricular events?..... Yes / No
3. May we use your child's image for educational purposes within the setting, eg. child's profiles or assessment documents? Yes / No
4. May we use your child's image in printed displays and publications to be used within the setting?..... Yes / No
5. May we use you child's image in digital displays within the setting?..... Yes / No
6. May we use your child's image in printed publications for promotional purposes?Yes / No
7. May we use your child's image on our online publications eg. website / blog ? Yes / No
8. May we allow your child to appear in the media as part of our involvement in an event? Yes / No
9. As the child's parent / carer, I agree that if I take photographs / videos of my child/ren which include other children, these will NOT be made available outside of personal use eg. on Social Network sites.

I have read and understand the conditions of use attached to this form

Parent/Carer's signature: _____

Name (PRINT): _____

Date: _____

Conditions of Use

1. This form is valid only for the period of time your child attends this setting.
Consent can be withdrawn by parents/ carers at any time. This should be made in writing and forwarded to the setting Manager.
2. We will not re-use any photographs or videos after your child leaves this setting without further consent being sought.
3. We will not use the personal contact details or full names (which means first name **and** surname) of any child or adult in a photographic image, or video, in online or printed publications.
4. If we use photographs / videos of individual children (or adults), we will not use their full name of that pupil in any accompanying text or caption.
5. If we use the full name of a pupil in the text, we will not use a photograph of that pupil to accompany the article.
6. We will only use images of children who are suitably dressed and in a context that is not open to misinterpretation.
7. 3rd Parties may include other children's parents or relatives eg. attending a school production.
8. Images / videos will be stored in the setting according to Data Protection legislation and only used by authorised personnel.
9. Parents should note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

Notes on Use of Images by the Media

If you give permission for your child's image to be used by the media then you should be aware that:

1. The media will want to use any images/video that they take alongside the relevant story.

2. It is likely that they will wish to publish the child's full name, age and the school's name in the caption for the picture (possible exceptions to this are large group or team photographs).
3. It is possible that the newspaper will re-publish the story on their website or distribute it more widely to other newspapers or media organisations.

Appendix 4. Example Consent Form for Group Activity eg. School Production or Special Event

Dear Parent/ Carer,

Your child will be appearing in our *<production / event name>* on *<insert date/s>*. We are aware that these events are special for children and their relatives / friends and often form treasured memories.

We have a rigorous policy in place with regard to taking, using and publishing images of children and you have already signed a consent form stating whether you agree to your child's images / video being used in general circumstances.

Many parents / carers like to record their children appearing in such productions, but there is a strong possibility that other children may be included in the photographs or videos. In these circumstances, we request specific consent for photographs / videos to be taken by a third party (i.e. other parents). We need to have permission from all parents / carers of children involved in the production to ensure that they are happy for group images / videos to be taken and I would be grateful if you could complete the slip at the bottom of this letter and return to *<insert name>* as soon as possible.

We would also request that images / videos including other children or adults are not posted online, especially on Social Media sites eg. Facebook, without the specific permission of the individuals included in the footage. Please also be aware that parents are only permitted to take photographs / videos for their own personal use.

Should any parents / carers not consent, we will consider other options, eg. by arranging specific photo opportunities after the production.

These decisions are not taken lightly, but we have to consider the safeguarding of all our children and respect parents' rights to privacy.

Yours sincerely,

Child's name: _____ Date: _____

I agree / do not agree to photographs / videos being taken by third parties at the
<insert event> on <Insert date /s.

Signed _____ (Parent / Carer)

Print name _____