

Safeguarding and Welfare Requirement: Child Protection

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

1.6.1 Acceptable Use Policy (the use of mobile phones/cameras/social media)

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 and cameras in the setting. As a professional organisation with responsibility for safeguarding, it is important that staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss abuse and theft. All members of staff have a responsibility to use Chevening School Nursery's computer system in a professional, lawful and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using technology, they are asked to read and sign this policy.

As a professional organisation with responsibility for children's safeguarding, it is important that all members of the community, including visitors, volunteers and students/work placements, are fully aware of their professional responsibilities and read and sign this policy.

This is not an exhaustive list; visitors/volunteers/students/work placements are reminded that ICT use should be consistent with the nursery ethos, other policies, relevant national and local guidance and expectations and the Law.

Procedures

Personal Devices

- All members of staff to protect and safeguard all members of Chevening School Nursery/Chevening School.
- Staff should ensure their mobile phones hold no inappropriate or illegal content.
- Personal devices belonging to members of staff to be kept in a staff only area during working hours and staff to use own device only if following our safeguarding procedures and Chevening School Nursery Online Policy if required. Personal devices can be carried during offsite visits like eg. Field,

forest school, school outings and during pandemics in case of communication requirements. Mobile phones and personal devices are not permitted in the changing area eg the toilet area.

- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- Parents and visitors are required to use their mobile phones safely and appropriately within the setting/whilst on the premises following our safeguarding and online policy.

Cameras and videos

- 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 or online with permission from the parents/carers.
- Photographs or recordings of children are only taken on equipment belonging to the setting or through approved devices from the Designated lead.
- Camera and video use is monitored by the setting's On-line Safety Co-ordinator and Designated Lead.
- Photographs and recordings of children are only taken of children if there is written permission to do so (found in the individual child's Registration pack).

It will be reviewed/amended annually/as needed

Signed on behalf of the provider

Name of signatory

Role of signatory

