



## **Early Bloomers After School Club Safeguarding Mobile Phone & Digital Images Policy**

Early Bloomers After School Club fosters a 'culture of safety' in which the children and staff are protected from abuse, harm, and distress. We, therefore, have a clear policy on the acceptable use of mobile phones that is understood and adhered to by everyone: staff, children and parents. Abiding by the terms of the Club's mobile phone policy and digital images ensures that we all:

- Protect children from harm and abuse
- Prevent staff from being subject to false allegations
- Help staff remain focused on the care of children
- Work in an open and transparent environment.

### **Staff use of mobile phones**

Personal mobile phones belonging to members of staff are kept in a box in the storage room during working hours.

If a member of staff needs to make an urgent personal call, they can use the club phone or make a personal call from their mobile in the storage room.

If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from the Director or Manager.

Under no circumstances may staff use their personal mobile phones to take photographs at the club during working hours.

### **Children's use of mobile phones**

Whilst we understand that some children have mobile phones, we actively refrain them from using their phones within the club.

The club does not accept any responsibility for loss or damage to mobile phones brought to the club by the children.

Children must not use their mobile phone to take photographs of any kind whilst at the club. If they want a photograph of a specific activity, they can ask a member of staff to take one using the club camera.

### **Visitors' use of mobile phones**

Parents and all other visitors must not use their mobile phone - or any other device - to take photographs within the club. This includes taking photographs of their own children. If they want to have a photograph of their child involved in an activity or at play, parents can ask a member of staff to take one using the club camera.

### **Cameras and videos**

At Early Bloomers, staff and volunteers must not bring their personal cameras or video recording equipment into the setting.

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, with written permission received by parents (see the Registration form). Such use is monitored by the manager.

Where parents request permission to photograph or record their own children at special events, general permission is gained from all parents for their children to be included. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children.

If photographs of children are used for publicity purposes, parental consent must be given and safeguarding risks minimised, for example, ensuring children cannot be identified by name or through being photographed in a sweatshirt with the name of their setting on it.

## On-line Safety

Early Bloomers After School Club recognises that the Internet is a useful resource for both staff and children, for purposes of research, homework, and entertainment.

Children will only be allowed to access the Internet at the Club if their parent or carer has given written permission.

A copy of the **SMART guidelines** will be printed out and kept next to the computer. The guidelines will be explained to any children wishing to access the Internet:

Safe: Keep safe by not giving out personal information - such as name, email, phone number, address, or school name - to people who you don't trust online.

- Meeting: Never agree to meet anyone you have only met online unless your parent or carer is with you.
- Accepting: Do not accept emails or instant messages, or open files, images or texts from people you don't know. They can contain viruses or nasty messages.
- Reliable: Not all the information found on the Internet is reliable and people you meet online won't always be telling the truth.
- Tell: Tell a member of staff or your parents if someone or something you encounter online makes you feel uncomfortable.

If a child encounters something inappropriate on the Internet, the manager will be informed, and the incident will be noted on an **Incident Record** in the child's file. The child's parent will be asked to sign the Incident Record.

We have put in place the following safeguards:

- A risk assessment has been undertaken.
- The computer is located so that the screen can easily be seen from the rest of the room.
- Staff will supervise the use of the Internet.
- The computer has an up to date virus checker and firewall installed.
- Google Safe Search Filtering is turned on; children are encouraged to use a child-safe search tool.
- The computer's browser history is regularly checked to monitor which sites are being accessed and all staff and children are informed of this fact.

## Social media

When using social media sites, early Bloomers' staff must not:

- Post anything that could damage our Club's reputation.
- Post anything that could offend other members of staff, parents or children using our Club.
- Publish any photographs or materials that could identify the children or our Club.
- Accept invitations from parents or children to connect via social media (e.g. friend requests on Facebook). If they do so, it is a breach of expected professional conduct.
  - If a practitioner and family are friendly prior to the child coming into the setting, this information is shared with the manager prior to a child attending and a risk assessment and agreement in relation to boundaries is agreed.
- Discuss with parents any issues relating to their child or our Club. Instead invite the parent to raise the issue when they are next at the Club, or to contact the Manager if the matter is more urgent.

In the event that staff name the organisation or workplace in any social media they do so in a way that is not detrimental to the organisation or its service users.

- Staff observe confidentiality and refrain from discussing any issues relating to work
- Staff should not share information they would not want children, parents or colleagues to view.
- Staff should report any concerns or breaches to the designated person in their setting.
- Staff avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity.

Any member of staff who posts content or comments that breach confidentiality, or could harm the reputation of our Club or other staff members, or who publishes photographs of the setting or children, will face disciplinary action in line with our **Staff Disciplinary policy**.

## Related policies

See also: **Safeguarding Children policy**.

This policy was adopted by: Early Bloomers After School Club on: 12/09/2014	Review date: August 2021
To be reviewed: Yearly or following changes in legislation and /or practice	Signed: Mrs Talvinder Kaur

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (DfE, 2021)*:  
*Safeguarding and Welfare requirements: Child Protection.*