

Kiddy Academy Multi media and Mobile phone Policy

This policy links to:

- **EYFS** statutory requirements – the provider must take necessary steps to safeguard and promote the welfare of the children. – Safe recruitment
- **EYFS** A unique child: 1.3 Stay safe

We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education. This is why mobile phones are not to be used during working hours.

Therefore, mobile phones or cameras are not permitted for use within the Nursery by either Staff or parents/carers. (In designated staff room only)

We also feel that restrictions need to be placed on staff when they access social networking sites. Kiddy Academy Day Nurseries has a high reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents using the nursery and view the staff.

- Mobile phones must not be used unless on a designated break and under no circumstances in a nursery room
- Mobile phones should be stored safely in the staff room throughout the working day.
- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the nursery's reputation
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery
- If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times, and must not contain any reference to Kiddy Academy Day Nursery or the children in our care

If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal

This policy sets out the obligations of Kiddy Academy when using digital multimedia. The policy primarily deals with the use of any film and electronic photographic equipment used in our setting such as:

- Mobile phones
- Tablets
- Gaming station with inbuilt cameras
- Webcams
- Computers with inbuilt cameras
- Go Pro Devices
- Devices which store images

Our setting understands the educational benefits of the advancement of digital technology and all it offers.

In our setting, we have taken advice from relevant professionals and have regular review meetings on how and when we use such digital technology.

The photographs and videos we take in the setting are generally used for advertising and celebrating success and achievements/progress of staff and children.

This policy seeks to ensure that images and video footage taken within and by Kiddy Academy are taken with consent from both the child (with capacity) and the parent. We also ask for direct consent from older children, where appropriate, if they would like to feature in a video or photographic footage. The media is held with the legal consent and legitimate interest and in accordance with GDPR.

Our multimedia policy links in with our Safeguarding Children and welfare procedures, and it should be read in conjunction with the following policies and procedures:

- Safeguarding and Child Protection
- Allegations of abuse against staff members
- Internet, Wifi, Email and Social Media Policy
- Confidentiality and Consent

GDPR EIGHT PRINCIPLES

All images will be used in a manner respectful of the eight Data Protection Principles (Data Protection Act 1998). This means that images will be:

The principles are a code of good practice for processing personal data.

First principle - Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless at least one of the conditions in Schedule 2 is met and in the case of sensitive personal data, at least one of the conditions set out in Schedule 3 or either of the two Statutory Instruments below is met.

The second principle - Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.

The third principle - Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.

The Fourth principle - Personal data shall be accurate and, where necessary, kept up to date.

The Fifth principle - Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

The sixth principle - Personal data shall be processed in accordance with the rights of data subjects under this Act.

Seventh principle - Appropriate technical and organizational measures shall be taken against unauthorized or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

The eighth principle - Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

The settings Designated Safeguarding Lead _____ is responsible for ensuring the acceptable, safe use and storage of all camera technology and images within our setting. Their roles and responsibilities involve:

Managing and Implementing the Multi-Media Policy and procedures

Monitoring and Reviewing the Policy

Providing authority on whether images can or cannot be taken.

All early year's practitioners including managers, students, volunteers, visitors and parents and older children should be aware that all images that are taken within the setting are available for scrutiny by the DSL and individuals must be able to justify any images in their possession.

Where concerns are raised, or disclosures made, regarding suspicious activity relating to the use of images the Designated Safeguarding Lead will contact the Local Authority Designated Officer (LADO) for advice. The details for the LADO are found on the LSCB website and in the safeguarding policy.

Obtaining parental Consent

We will always seek parental permission from parents/guardian before we take any media images or footage of children, whether they are used for publicity purposes (Website, Facebook Page, Instagram, Brochures, and leaflets) or for our own setting use in the form of observations or for children's learning journals.

Parents are informed, and permission obtained when any images are to be used for external publishing.

Permissions will be sought on a case by case basis for specific events.

We will keep all permissions on file, and where permissions are withdrawn, we will alert all relevant staff, and a no photograph policy will be placed on the individual. All relevant images will also be withdrawn and disposed of and the Child's record updated to reflect this.

Multimedia photography, images and video footage and safety!

Under no circumstances do we permit photographs/images/video footage to be taken on any other device except those provided by the settings.

Visitors to the setting including parents are kindly requested not to use their mobile phones whilst in the rooms where children are present.

As part of their safeguarding training, the staff is provided with the knowledge and understanding of the appropriate use of multimedia devices. They learn about their roles and responsibilities as part of their ongoing commitment to keeping children safe.

We will not keep any images or media documentation pertaining to a child or staff member longer than is necessary. The Designated Safeguarding Lead is responsible for monitoring staff practices when it comes to storing or deleting media.

All staff is responsible for ensuring that all photographs are permanently wiped from memory cards, computer hard and portable drives or other relevant devices once the images will no longer be of use. This will be monitored by the Designated Safeguarding Person.

All paper images will remain on site at all times unless prior explicit consent has been given by both the DSL and the parent/guardian of any child or young person captured in any photograph.

If the images are taken off-site, then permission will be sought. The details for this will be documented and will include why the images were taken off-site, by whom, and for what purpose.

Digital images that are stored on any devices such as a memory stick, CD or storage device which contain images of children will not be taken off-site without the consent of the DSL. If they are taken off-site (such as trips/outings) details will be recorded by the members of staff and monitored by the DSL. The Device will be suitable password protected. The password will stop the sensitive documents or images from being opened on any device by an unauthorized person.

The DSL reserves the right to view any images taken. They also have the authority to withdraw a member of staff's right to take images if multimedia abuse is suspected.

The use of personal cameras or devices which can capture images or record is not permitted to be used in our setting when acquiring pictures/data of the children.

In our setting we use Tapestry, online journals which allows us to host our children's personal data and upload images. This has been risk assessed, and we are informed that such third parties are in compliance with the Data Protection Act and is GDPR ready. All are password protected.

All images are held in accordance with the Data Protection Act 1998

Images that are no longer required are disposed of in accordance with the Data Protection Act. Images, where appropriate will also be returned to the parents/guardians. The DSL is responsible for the successful deletion of images, and where there are hard copies, shredding.

Sharing photographic material and publishing

We use images in our publications only with the prior consent of parents/guardians and where appropriate with the child's consent.

Children featuring in our publications will be appropriately dressed.

The names and address of any children will not feature in any of our published materials.

Under no circumstances will we include any sensitive or personal information on any video footage, on our website, on our facebook page or in a prospectus or in other printed publications.

Any parents/guardians and staff members with concerns must always be able to withhold their consent for the publication or sharing of images for whatever reason. We ask parents and carers to speak directly with the DSL, and their views and instructions are recorded on file.

Policy of multi media image and video footage – sharing with parents

In our setting, we have created a Facebook and instagram group where we can upload and share images of children with parents. Parents must provide consent.

The use of Facebook/Instagram has been appropriately risk assessed by the DSL and we have taken steps to ensure all data stored is held in accordance with the Data Protection Act 1998 (as above).

Images uploaded to Facebook/Instagram will only be taken using the devices that are supplied by our setting. We do not permit staff to log on such platforms using their own devices, this would breach our policies and could result in a security threat.

All staff are advised on the safety measures to protect all members of the community. Strong passwords are used and are changed regularly. Staff are also instructed to log out of such platforms after use to prevent unauthorized access.

We provide parents/guardians with the relevant information about keeping everyone safe when it comes to using social media platforms and information and photographic sharing. We ask parents to sign a consent form stating that they agree/or do not agree with using video footage or photographic material on such platforms. Parents and staff, for reasons of safety and security, are explicitly asked not to screenshot or share any images of children that are not their own. Failure to comply with this may result in access being removed.

Safer Practice: Multi media images and Videos

Careful consideration is given before involving very young or vulnerable children when taking photos or recordings, which may be unable to question why or how activities are taking place.

We will always, and in accordance with the stage and age of the child, discuss the use of images with children. The setting will discuss the use of images with children in an age-appropriate way.

We will always respect a child's right not to be photographed or appear in any of our published media.

A child's right not to be photographed will always be respected. We will not take any photographs or footage of a child that has not given their permission.

Photography is not permitted in sensitive areas such as toilets, bathroom or in the changing area. No recording devices will be allowed in these areas.

Parents: How they use, take and publish images/videos of children in our setting

We completely understand and respect that children are only children for so long, and to record, these moments are absolutely priceless. Parents and guardians should have the right to capture these occasions, and this is why we do allow parents/guardians to take footage featuring their own child. However, we do ask parents to use these for their own private means and NOT to publish any

footage or material of other people children without first obtaining the permission of the child's family.

We do reserve the right to ask parents NOT to take photographic or footage of children if we think there is a security risk to any of the children in the setting. This will be made clear.

We do not under any circumstances permit parents to take Photographic footage or photos in sensitive areas such as toilets, bathrooms or changing rooms. This is for child protection and safeguarding reasons, anyone caught doing so will be asked to surrender and delete the images.

We encourage all of our parents and guardians to contact the DSL if they have any issues regarding our photographic policies and procedures.

Photos and videos taken by our setting and shared with parents should not be shared elsewhere (e.g., posted on social media site). If parents ignore our request, this may breach intellectual property rights, data protection legislation, and significantly may present a security risk to members of the local community.

Children: How they use, take and publish their own images in our setting

Children do from time to time make use of the photography in the setting. We provide opportunities for the children that allow them to explore digital media in a safe and secure environment. Children learn about how they can use such devices safely, and how they should respect the privacy of others when using such devices. Children are asked not to use digital media in the toilet, in the changing rooms or the bathroom.

Children are supervised when using photographic devices.

Staff members are expected to role model the use of photographic devices. By modelling positive use, the children learn what is acceptable and what is not acceptable. For example, staff will always ask an individual before taking photographic images of them. Members of staff will role model positive behaviour to the children by encouraging them to ask permission before they take any photos.

Photos that are taken by children for official setting use will only be taken with parental consent. These images are then processed in accordance with the Data Protection Act 1998 and GDPR 2018.

Any images captured by the children and deemed suitable for publication either on the website or on a social media platform will be used only with specific consent from the parents/guardians.

Still and video cameras provided for use by children and the images themselves will only be used in and around the setting and on specific setting trips/outings.

Children: use of images for advertising or external sources

For external media publications, we will always seek out the identity and authenticity of the media outlet.

We will ask for Identification of the press representative, and this will be internally verified. We will only permit the press to enter our setting when we have invited them, and the events have been scheduled.

A written agreement will be sought between parents/guardians and the relevant media outlet. The agreement will request that a pre-agreed and accepted amount of personal information will be published along with images and videos, for example, first names only, the age of the children. Under no circumstances will any information be published which has not be authorized by us or the parent/guardian.

We will not under any circumstances authorize any access that arises from unscheduled visits by the press under any circumstances.

We will make every effort to ensure that our policies and procedures are respected by any media outlet. We will provide the press with a briefing before they are allowed access. It must be noted,

however, that although we will do everything in our power to ensure the safety and security of the children in our care, we cannot accept responsibility or liability for situations beyond reasonable control, and where our setting has acted in good faith.

Children: How they use, take and publish their own images in our setting

Parents will be informed when we instruct a photographer to come to our setting to undertake photographic sessions. Consent will be obtained and is required before we can permit the photography session to commence.

All third-party photographers will be briefed before they commence their photographic duties.

All third-party photographers will adhere to the settings policies and procedures and fully comply with the safeguarding policies. The DSL will implement this and ensure that the photographer understands the term of work.

Photographers will be asked to sign an agreement which will ensure that they comply with the Data Protection Act under GDPR.

Photographers will sign an agreement to state that all images will only be used for a specified purpose and will be disposed of when no longer required.

Photographers will not have ANY unsupervised access to children under ANY circumstances.



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