Guidance on producing policies on the use of technology; including mobile phones, cameras and the internet in your setting.

Statutory Framework for the Early Years Foundation Stage. 3.4 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.

Inspecting safeguarding in early years, education and skills settings; creating a culture of safety.

Having a statement about the settings use of mobile phones and camera's does not prevent child abuse. Staff still need to have knowledge and the responsibility for the Safeguarding policy of the setting, including whistle blowing.

Use of mobile phones should also extend/link/include an internet policy as many phones now have this facility.

In this age of digital technology and internet OOS should equip children with skills to manage risks associated with living in a digital age. Instances of children being groomed, either for sexual exploitation or into extreme groups, will happen on mobile phones and staff need to be aware of the risks of this.

What your policy could include:
- Staff's use of their own personal mobile within the setting.
  - Where are they to be kept when at work?
  - When can staff make personal calls?
  - What if they are expecting an emergency call?
- Childminder: How your phone will be used and what information you will store:
  - Parent's contact details?
  - Take photos?
  - How you will keep information confidential?

- If the setting has no land line and uses a mobile phone or a mobile phone is used for outings, how is this used/stored? Consider purchasing a basic mobile phone without a camera or internet facility.

- Camera's – How/why/when photos will be taken of children/ where stored and for how long. Is setting camera used?
  - Photo permission form to be produced for parents?
  - Special events / open days
  - If storing photos on your computer/phone/tablet, do you need to register with the Information Commissioners Office? (ICO)

- Parents use of their mobiles in the setting

- o Are long/loud conversations an issue?
- o Parents taking photos on their phone if children, other than their own, are around.

- o Children bringing their own phones to the setting. If allowed; for what purpose? Listening to music/playing games? Staff need to have an awareness of group social chat media and potential misuse. Children in OOS should be part of the process in putting together a policy.

- o Out of school settings: Could you also have an 'On-Line Champion'? This could be a child/ group of children that work with a member of staff to raise awareness of what site is 'in' at the moment [because children always know before adults] and how children can keep safe and be better informed.

- o Children taking their own photos. Either on the setting camera[s] or using their own phone.

- o Have any internet devices in the setting got suitable security and filtering systems in place?

It is good practice to have information for parents and children on how to keep children safe when using the internet, what to do if you have concerns about what children are viewing and how children can keep themselves safe.

Out of school clubs can be proactive in working with children on internet safety, allowing children to make informed choices and where to go for advice.

Your policy could also state what training staff have undertaken or how the staff team keep themselves updated in order to deal with social media/internet/safeguarding issues.

Consider Staff professional conduct regarding the use of social networking sites.

Websites that have supportive information are:
www.lrsb.org.uk
www.nspcc.org
www.thinkuknow.co.uk – information aimed at children and parents
www.outofschoolalliance.co.uk
www.gov.uk

Schools also have a wealth of information that school based settings can tap into and complement at their setting. Schools can also be awarded a 'E-Safety Award' from Leicestershire County Council. Does your school have this?

If you are on a school site make sure your policy reflects or makes reference to the school policy.

This list is not exhaustive and your policy **must** reflect what happens in your setting.
Consultation with children and parents on policies is good practice, providing an opportunity for feedback on areas you might not have thought of.

If you are a member of PACEY/NDNA/ Pre- School Learning Alliance/Out of school Alliance - they will also have information you can utilise.

Revised August 2019