



Next Steps Pre-school of Elms Vale, Church Road, Dover, CT17 9LW  
Tel: 01304 226234  
Registered Charity No. 1156391

### **Mobile Phone/Cameras/ipad Usage and e-Safety Policy**

The preschool on Use of Personal Phones under the reviewed Statutory Framework for the Early Years Foundation Stage 2025

The pre-school accepts that employees will bring their mobile phones to work. Employees are not permitted to have their phone on the setting floor; all mobiles must be kept in staff members bags in the designated area (Staff lockers).

If an employee needs to be contacted urgently during working hours staff are asked to give the settings telephone number to relevant people ensuring that calls are only received when necessary. In the event of an emergency, personal mobile phones may be used in the privacy of the office with permission from the manager.

Members of staff will not use their personal mobile phones for taking photographs of children on outings.

Staffs are not permitted to use recording equipment or they're on their mobile phones, for example: to take photographs or videos of nursery children.

Anyone found to be storing pictures on their mobile phone or found to be using their mobile phone whilst not on a designated break could be liable to disciplinary action.

Parent/carers will not be able to use their phones when coming into pre-school setting.

There is an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone where there are no children present.

#### **Cameras and videos**

- Members of staff must not bring their own cameras or video recorders 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.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by the setting manager as for special occasions such as plays etc... Parents can bring in their camera/video as long as there are no objections from other parent/carers and the photographs are for their own record of their child and not copied and sent outside their family circle.
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.

- Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's registration form)

## **Computers and electronic communications**

### *E-mail and internet use*

The early years setting encourages its employees to use e-mail and the internet at work, for work related business only, where this can save time and expense. However, it requires that employees ensure that their communication is well structured and professional, just as if a letter was being sent.

If you are unsure about whether something you propose to do might breach this e-mail and internet guidance, then you should seek advice from your line manager.

### *Personal blogs*

The setting realises that in your own time and on non-work on computers, you are free to set up personal weblogs or 'blogs' on the internet. Provided that they do not breach the law or disclose any of the early years setting's confidential information, breach copyright, defame the company or its suppliers, customers, or employees; bring the organisation into disrepute, or disclose personal data or information about any individual that could breach the Data Protection Act 1998. Data protection GDPR 2018

### *Social networking websites*

The early years setting respects employee's right to a private life. However, the early years setting must also ensure that confidentiality and its reputation are protected. It therefore requires that if you use social networking websites to:

- refrain from identifying yourselves as working for the early years setting.
- ensure that you do not conduct yourself in a way that is detrimental to the early years setting; and
- take care not to allow your interaction on these websites to damage working relationships between members of employees and service users of the early years setting.

### *Cyber bullying*

The early years setting is committed to ensuring that all its employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the workplace. The early years setting can provide clear guidance on how bullying and harassment can be recognised. Cyber-bullying methods could include using text messages, mobile phone calls, instant messenger services, by circulating photos or video clips or by posting comments on web sites, blogs or in chat rooms. Personal blogs that refer to colleagues without their consent is also unacceptable. Employees who cyber-bully a colleague could also face criminal prosecution under various laws, including the Malicious Communications Act 1988.

## **Photographs/video and ipad policy**

Every child in our care deserves to be protected from the misuse of photographic and video images of themselves, taken whilst they attend the preschool.

### **Purpose**

It is our policy to use photographs taken in the nursery to support the children's learning and to record children's individual progress. Photographs recorded in preschool as part of a normal day are taken using a ipad/camera or video on occasions and are only taken by members of the staff team.

Additional photographs or images may be taken of children as part of the work of the preschool and may be taken by an outside photographer or other parents (during the Christmas production or any other events the preschool may have) In the case of outside agencies taking photographs for marketing purposes, the preschool will seek written, parental permission from families that they agree for their child to be included. Should a parent prefer their child not to take part then any images taken will be deleted. Individual children will not be included if written permission is not given by the child's family.

### **Guidelines**

Photographs/videos are taken to:

- support the learning of each child's individual record
- illustrate work on display around the nursery building.

Photographs may also be taken in the following ways:

- Whenever possible, photos taken by outside agencies will be taken so that individual children are difficult to identify. The photo will be taken from a distance or from behind.

### **Parent's use of cameras/videos in nursery**

Parents/carers will be invited to record their child's inclusion in group events at Christmas and other celebrations using photographs or video on the understanding that they will not publish any material on the internet as the preschool has no control over these images once they are in the public domain.

We will ensure that the children of parents/carers who do not wish their child to be photographed or videoed are provided with other activities. At no time are staff permitted to bring in a camera from home, nor use their mobile phones in the preschool.

## **Use of IPAD in the setting**

The preschool uses Tapestry for record keeping purposes, making text-based photographic records of children's activities, reviewing children's progress, and compiling summative assessments

Data and photographs are uploaded to Tapestry system by staff using internet connection at the setting. One evidence is stored and put into the children individual files it can be sent directly to parents via their email, a password is sent separately so they can make it themselves and access the files.

Data and photographs stored remotely on Tapestry online servers are protected by industry-standard internet security procedures including encrypted transmission, passwords, access-device registration, and physical

protections. The system administrator of Tapestry who has access to the children's data and photographs on a need-to-know basis has been subject to an Enhanced disclose and Barring service (DBS) check as are all staff.

Tapestry is registered in accordance with the Data Protection Act with the Information Commissioner's Office as it the setting.

Consent is gained parents regarding their child learning and how it is kept and when their children have left the preschool their files are downloaded, and the parents can access these for 2 months and 4 weeks and then they are deleted from the system.

The ipad are stored securely in the settings locked office. No ipad may be used in the toilet or nappy changing areas. Staff must behave responsibly with ipad as pieces of delicate electrical equipment, protection them from damage and ensuring they pose no physical risk to children in the setting. Observations such as photographs may be taken in the setting and then worked on later (after children have left) regarding using the Early Years Foundation Stage and comments staff are making about their key children and their progress.

Staff need to always supervise the children and the garden and middle of the room have high risk factors so staff will not spend time on their ipad if they are in a higher risk place.

### **Uploading of photos to the internet**

Photos stored on the ipad are never uploaded to any part of the internet only on to Tapestry. For example, no photo of any child or group of children on the ipad may be emailed, posted to Facebook, tweeted on Twitter, or pinned to Pinterest. Even parents' requests to email photos from an ipad are always refused for security reasons. To ensure that no photos are being uploaded, email 'sent' list and web histories on the ipad are never cleared so that they may be checked by a manager

### **Ipad restrictions**

All ipad used in the setting have PIN-protected 'Restrictions' on web context and apps. In settings General Restrictions these setting is used. Allowed content is restricted (using UK ratings) as follows: Clean Music & Podcasts. Apps purchases are 'OFF' and require password to set to 'immediately' Game Centre, multiplayer Games and Adding Friends are set to 'Off' CHILDREN ARE NOT PERMITTED UNSUPERVISED USE OF IPADS. The internet in our building is restricted to the back room and office as the signal is very poor and does not travel though the building.

### **Safeguarding**

Any staff has a right to challenge any other staff regarding their ipad use and is obligated to report any concern immediately to the setting safeguarding Officer. At the discretion of the safeguarding Officer, the suspected member of staff may be required to leave the setting immediately and their ipad retained for further investigation, see settings safeguarding policies.

This policy was adopted in Sept 2025

Reviewed in Sept 2026

Signed on behalf of management

Name of Signatory Virginia McCarthy

Role of Signatory Manager