



## **Cambo Pre-school**

Cambo First School

Cambo

Morpeth

Northumberland

NE61 4BE

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### **CAMBO WRAPAROUND USE OF MOBILE PHONE AND DIGITAL PHOTOGRAPHY POLICY**

#### **Policy statement**

E-Safety concerns safeguarding children, young people and staff in the digital world. This policy encompasses not only Internet technology but also electronic communications via mobile phones and wireless technology. This policy will help support and protect children, young people and staff when using technology in our setting.

The Internet is an unmanaged, open communications channel. All staff need to protect themselves from legal challenge and ensure they work within the boundaries of professional behaviour. We respect employee's right to a private life. However we must ensure that they do not disclose any of the Setting's confidential information, insult or slander of Cambo Wraparound, its employees or parents; bring the setting into disrepute, or disclose personal data or information about any individual that could breach the Data Protection Act 1998.

#### **Cyber Bulling**

We are committed to ensuring that all staff are treated with dignity and respect at work. Bulling and harassment of any kind will not be tolerated in the work place. Cyber bulling methods could include using text messages, mobile phone calls, instant messenger services, or by posting comments on web sites, blogs or in chat rooms.

#### **Mobile Phones**

Staff, visitors, volunteers and students are not permitted to use their mobile phones or to take and record any images of Cambo Wraparound children for their own records during session times.

Cambo Wraparound has a mobile phone; this number may be given by staff as a work/emergency contact number for incoming calls.

#### **Procedures**

Many mobile phones have inbuilt cameras so staff are not permitted to use them in the Setting. Staff personal phones need to be switched off during the session and placed in the cupboard with personal belongings.

Visitors are made aware of our policy on arrival verbally and visually (via a poster). In cases of a personal emergency all personal calls should be directed through the Cambo Wraparound mobile phone.

Staff are asked not to make personal calls during their working hours. However, in urgent cases, a call may be made, if deemed necessary, and by arrangement, with the session leader.

#### **Use of Digital Photography**

##### **Policy statement:**

Children have their photographs taken to provide evidence of their achievements for developmental records (The Early Years Foundation Stage, EYFS 2007).

##### **Procedures:**

Under the Data Protection Act 1998, Cambo Wraparound must seek parental consent to take photographs and use video recorders. Photographs will be stored on the Wraparound laptop, which is password protected, until the setting ceases to operate, should this occur then all photographs will be shredded or deleted from the pre-school laptop.

The Manager will ensure the safety of the memory card while having the photographs developed.

Photographs may be taken during indoor and outdoor play and displayed in albums or a child's development records (Tapestry) for children and parent/carers to look through.

Often photographs may contain other children in the background.

Events such as Sports Day, Outings, Christmas and Fundraising Events may be recorded by video and photographs by staff and parent/carers but always in full view of all attending.

On occasion we might like to use photographs of the children taking part in an activity to advertise/promote our setting via our Web site etc; however in this instance specific parental permission for these events would be required (signature on the Admission form).

Inappropriate use of mobile phones, internet or networking sites can have a negative impact upon staff and the reputation of the Setting. Where it is believed that a staff member has failed to comply with this policy, they will face Disciplinary Procedures.

The E-safety policy must operate in conjunction with other Cambo Wraparound policies including Behaviour, Child Protection and Confidentiality.