

Mobile Phone, Cameras, CCTV and Personal Recording Equipment Policy

Introduction

The internet and smart technology provides us with good communication and when used well is very helpful. However, the use of technology is governed by both the GDPR (General Data Protection Regulation) and the requirements set in the Framework to the Early Years Foundation Stage 2014.

In addition, the company has a zero-tolerance policy on anyone bringing disrepute to Little Pumpkins Nursery via social media or other internet sites.

This policy applies to all staff regardless of whether they are on permanent contracts, temporary contracts or agency staff. Disciplinary hearings will be held and may lead to dismissal for gross misconduct if:

- GDPR standards are not adhered to
- The requirements as set out in part 3 of the Statutory Framework to the Early Years Foundation Stage is not met
- The company is brought into disrepute or slandered through the use of emails or social networking

Mobile Phones

Mobile phones may not be used at any time while you are working with children. They can be used off the premises during breaks and the in the staff room. Personal mobile phones and tablets must be kept locked in lockers or in the manager's office while you are on the premises.

All visitors must be asked to leave any technology they may have in the office during long visits, including parents who are settling children in.

If you have a Smart watch this must be taken off while working with children. As this can cause distraction when in range of a mobile phone.

Parents may not use their mobile phones or tablets while on the premises and all staff are expected to ask parents not to do so if this situation occurs.

Information about children must not leave the premises, as a result anyone found with photographs of Nursery children on their mobile phone, tablet or smart watch will be subject to a disciplinary hearing.

Personal Tablets, iPads and Laptops

All staff are requested not to use any of these devices while at work and are strongly discouraged from bringing them into work.

Parents may not use tablets, iPads or laptops while at the setting.

Photographs

Photographs of children can only be taken on the Nursery cameras and tablets for use in Early Learning Journals or for displays in the setting.

Parents will need to be asked to sign a consent form before photographs of their children can be displayed in the setting.

If on an outing, photographs can be taken of children on the cameras for observation and assessment or display purposes. Before going on an outing the memory card should be clear of old pictures. After the outing the pictures can be uploaded to a Nursery computer and deleted from the camera's memory card, so that photographs of children do not travel with you.

No printed photographs of children can be taken outside the Nursery unless the photographs are part of an Early Learning Journey that is being used as part of transition to school, but usually the parent will take it to share with the school.

When using photographs of children for observations ensure other children are not in the picture as parents have the right to take the learning journeys, but may not take pictures of other people's children or have access to them on Abacus.

Once used photographs should be regularly deleted from Nursery cameras.

Anyone observed taking photographs of the Nursery from outside the setting must be strongly challenged to safeguard children.

Staff found with images of children from the Nursery will be subject to a disciplinary hearing.

The Use of Little Pumpkins Nursery Technology

The computer network is the property of Little Pumpkins Nursery and is to be used for legitimate business purposes only. Staff are provided access to the computer network to assist them in the performance of their jobs. Additionally, certain employees ("Staff") may also be provided with access to the Internet through the computer network. All Staff have a responsibility to use the Company's computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet, may result in disciplinary action, including possible termination, and civil and/or criminal liability.

Any information on the Nursery computers or iPads are the property of Little Pumpkins Nursery. Therefore, if you create a form or information to use in the setting this information belongs to Little Pumpkins Nursery and may not be used or shared outside the company without written permission from Little Pumpkins Nursery.

Little Pumpkins Nursery has the rights to review information on any company computer or iPad at any time and this includes looking at the history of use as well as viewing personal information written on the computer. If the Nursery equipment is found to have downloaded or have written information that may cause offence or is sexual in nature

may result in a disciplinary for the staff member responsible.

All members of staff are expected to adhere to the best practice principles outlined below to ensure compliance with the company's legal and safeguarding obligations.

Tablets are supplied to each room for the purpose of using Family, our nursery management software. The tablets are not to be removed from the premises at any time.

If there is something you wish to download onto one of the tablets that will enhance children's learning and experience, you must make a written request beforehand to your manager or deputy manager. **A sample of this form can be seen below.**

Use of the Family software is monitored closely. Senior Managers can see who is logged on and the times. Working on the Family software is not authorised outside of the Nursery building, except for Room Leaders. Room Leaders must sign a copy of the data protection policy before this is allowed. Exceptions may be made by a Senior Manager, who will read and assess use of Abacus. Managers may remove entries if they are not written professionally

Expectations of Privacy

Employees are given computers and Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, send or receive using the company's computer equipment.

Waiver of privacy rights. Staff must expressly waive any right of privacy in anything they create, store, send or receive using the company's computer equipment or Internet access. Staff must consent to allow company personnel access to and review all materials created, stored, sent or received by staff through the Internet connection.

Monitoring of Computer and Internet usage. The Company has the right to monitor and log all aspects of technology owned by the company. This may be, but is not limited to, monitoring Internet sites visited by staff, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by staff.

Communications Best Practice

There are certain general principles that you will need to keep in mind when using any type of communication which include but are not restricted to hard copy letters, memos, notices letterheads and stationery.

Little Pumpkins Nursery expects all staff to: -

- Use communication equipment and facilities responsibly and professionally in accordance with company duties
- Be mindful of what constitutes confidential or restricted information ensuring that such information is never disseminated during communications without express authority
- You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the company.
- Ensure that you do not breach any copyright or other intellectual property right when making communications

- Be mindful of the fact that any communication may be required to be relied upon in court to the advantage or detriment of the individual or Little Pumpkins Nursery. Staff are to conduct their use of communication systems and equipment accordingly including all record keeping.
- All letters sent to parents must be sent in PDF format.

Use of the Internet

Little Pumpkins Nursery provides access to the Internet for the sole purpose of business and to assist its staff in the performance of their duties.

Staff must not attempt to download, view or otherwise retrieve illegal, pornographic, sexist, racist, homophobic, offensive or any other material which may cause embarrassment to the corporate image of Little Pumpkins Nursery. Any such attempt will constitute a disciplinary matter and the person doing so may be subject to disciplinary action or dismissal.

Staff must not use the Internet to gain or attempt to gain unauthorised access to computer material or private databases. Staff must not attempt any form of “hacking” nor must they intentionally or recklessly introduce any form of malware, spyware, virus or other malicious software or code that will affect the company systems in any way.

Staff must not access or attempt to access any information which they know or ought to know is confidential or restricted.

Staff must not install or download any software without the express permission of Little Pumpkins Nursery.

Social Networking Sites and Blogging

Whilst Little Pumpkins Nursery recognises the increase in popularity and use of social networking sites and the right to freedom of expression of its members of staff, the company has a legal duty of care to safeguard the children in its care. As a result, using social networking websites at work is strictly prohibited.

Social networking sites include but may not be restricted to: “Facebook”, “Twitter”, “Instagram” “Snapchat” in addition to any other blogging, content sharing or same such sites.

The company understands that a number of these sites allow you to create a profile in which the details of where you work is named. Under no circumstances is any employee to use, post, mention or otherwise indicate that they work for Little Pumpkins Nursery.

Little Pumpkins Nursery maintains the right to protect the children in its care by maintaining strict control over its company name since any details posted about it on the internet compromises its strict safeguarding approach.

Given the nature of childcare, Little Pumpkins Nursery employees are to adhere to this policy even outside of work. People on social networking sites may know the work you do, however sharing information about work is strictly prohibited. Anyone found to have identified a family, child or another employee on social networking will be investigated to determine if they have constituted a breach of policy or procedure and the person doing so may be subject to disciplinary action or dismissal.

Little Pumpkins Nursery staff have a duty to the company not to discuss work or experiences relating to work and must ensure at all time that conduct is appropriate and consistent with their contract of employment and the corporate image of Little Pumpkins Nursery.

Employees should not link up with parents from the Nursery such as “friends on Facebook” or “followers on twitter”. This increases the risk to both staff and to the Nursery of inadvertent information being shared and exposes staff to potentially difficult situations.

If anyone is unsure as to the appropriateness of a posting or other content published by either themselves or another member of staff, they should speak to the Manager at the earliest opportunity to seek clarification.

Employees that bring the company’s good name into disrepute with inappropriate disclosures on social networking sites will face disciplinary action which may include instant dismissal for gross misconduct.

Employees are encouraged to go through the history of their accounts and remove anything that may cause them embarrassment. Employees are encouraged to ensure appropriate privacy settings are used to prevent parents searching and asking for connections.

Employees are encouraged to ensure they have high security on all social media accounts.

Company Email

The email system is provided by the company for business purposes to create timely communication and information sharing with parents and colleagues.

The following points of best practice that should be adopted are:

- Before communicating via email staff should satisfy themselves it is the most suitable form of communication particularly where time is of the essence.
- Emails should be professional and worded appropriately in the same manner as if it were a letter.
- All emails should be proof read before sending, which includes ensuring that any attachments referred to in the text are attached, are correct and the intended recipients email addresses are correct.
- All computers should keep the setting to automatically highlight spelling errors and grammatical mistakes

Employees are permitted to access and use their personal email accounts to the extent that such use is reasonable and does not interfere with the performance of duties and is done in the employee’s own time, remembering anything written must not breach any part of this policy and is only done in the office’s or staff rooms.

Under no circumstances are any work photographs to be uploaded to any personal email accounts.

Use of personal emails while at work is subject to “No Expectation of Privacy”.

Staff should remember always, that email messages may be disclosed as evidence for any court proceedings or investigations by regulatory bodies and may therefore be

prejudicial to both their and Little Pumpkins Nursery. Data that has been deleted is still recoverable.

Images and You Tube Videos

Images or short You Tube videos are an excellent way to enhance children's learning. This is particularly important when the information is outside the child's normal realm of experience. Therefore, we do permit staff to use I-pads in this manner but only if previous authorization has been gained from the manager of each setting before use. The Internet content form should be used before any images are used with children. Failure to do so may lead to an investigation and disciplinary procedure.

CCTV System

Cameras will be located both internally and externally at strategic points, essentially:

- Inside and outside the main entrances
- Within each play area/room. NOT covering nappy change areas or bathrooms.
- The external playground

Signs will be prominently displayed in key locations to indicate that a CCTV monitoring system is operating.

Although every effort has been made to ensure maximum effectiveness of the system, it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

Little Pumpkins Nursery use CCTV extensively and the usage has changed. CCTV may be used to help develop staff, to review a concern shared by staff or parents, to monitor entry and exit to the Nursery. All images captured are private and confidential to Little Pumpkins Nursery. Managers and deputy managers may download footage onto their computers for sharing later for any of the purposes above. No parent may see any stored footage without first completing a confidentiality agreement. Staff are not to be shown stored or replayed footage unless there is a direct need such as personal development or concerns shared.

Monitoring the Family Software

In working for Little Pumpkins Nursery, you accept that the company has the right to monitor any communications for the following reasons:

- To ensure company policies and guidelines are followed and standards of service are maintained.
- To provide evidence of communications
- To help combat unauthorised use of Little Pumpkins Nursery, equipment and systems.
- To understand the requirements of Little Pumpkins Nursery in terms of the provision of communications equipment and systems.
- To ensure the safeguarding of children in its care.

Staff need to be aware that all information on Family is stored and logged. Family

servers are their own, minimising the risk of data breaches however management will continue to review all work on Family.

Little Pumpkins Nursery shall ensure that any monitoring of communications complies with the **Data Protection Act 1998**.

Only Senior managers are given full access to Abacus. All practitioners will only be able to see data relevant to the children in their care. Only room leaders and managers may use the communication systems such as Quick message or newsletters.

Currently parents give photographic permission on their application forms. Until parents are using the Abacus permission form this information must be transferred on the child's information sheet to allow all staff to instantly see the permissions.

Data Protection

In order to care for children properly including gaining action in an emergency and early learning journeys we have to gather sensitive data about children and their families. Sharing information that may identify an individual is a breach of GDPR. Anyone who is found to have identified a child to anyone other than their parent or guardian will be subject to disciplinary procedures and potential prosecution. The exception to this rule is sharing information at social services meetings or with OFSTED. Sensitive discussions with parents should be conducted out of the hearing of other parents and children.

On school transitions, we will share the information from Family with the school as well as the parent.

Misuse and Compliance

Any user found to be misusing the communications equipment or systems provided by Little Pumpkins Nursery will be subject to the usual disciplinary procedure which may include instant dismissal.

The viewing, transmission, downloading, uploading or accessing in any way the material mentioned above and reproduced will amount to gross misconduct with the possibility of dismissal:

- Material which is pornographic, sexist, racist, homophobic, pedophilic or material which is discriminatory or otherwise offensive
- Illegal or criminal material, including material which breaches copyright or any other intellectual property rights.
- Any material which has the object or effect of causing harassment to the recipient
- Material which the staff member knows or ought to know is confidential or restricted information and which they are not authorised to deal with
- Any photographs, videos or other hard or soft copy materials that involves children who are looked after by the Nursery and its staff that is reproduced without the company or parents' prior authorisation.

- Any photographs, videos or other hard or soft copy material or photographs that are taken with personal mobile phones while in the Nursery or during work hours, as all mobile phones are to be kept locked away in personal lockers at all times during working hours.
- Any mention of the company, Little Pumpkins Nursery its members of staff, children or issues that occur from within its nurseries, whether intended or unintended that are posted on the internet or any other such social networking sites including any instant messaging will result in dismissal.

The Internet content permission form:

This form is to be used whenever you wish to show children an image or video downloaded from the internet. Repeat requests for the same article are not needed.

Room Name:	
Job role:	
Date requested:	
1. HTTP address	
2. HTTP address	
3. HTTP address	
Purpose:	
Brief description of content:	
Authorised: Yes / No	
Signed By:	
Date:	

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