



USE OF MOBILE PHONES, CAMERAS AND SOCIAL NETWORKING

This policy is in place to protect children, and employees from the unacceptable use of mobile phones and cameras in the setting and inappropriate use of social networking sites.

Procedures

Preschool Mobile Phone

- The Preschool mobile phone will be switched on and available for use as the site and workplace telephone and contact point for parents.
- As of 1st November 2017, the Preschool mobile handset changed to one containing a camera. Therefore, staff will place it on the Diary or the Manager's desk, where it is visible to all staff, if going into the Toilets.

Personal Mobile Phones

- Personal mobile phones of staff are not to be used on the premises during working hours. Staff may however, access their mobiles during lunchtime to pick up messages, if and when deemed appropriate by the manager and only in the kitchen/office area where there are no children present.
- Parents and visitors at Preschool for short periods, are requested not to use their mobile phones whilst on the premises and verbally made aware of the 'no mobile phones' sign. If necessary they are asked to use their mobile phone in the Committee Room where there are no children present.
- Visitors who are staying for a half/whole day will be asked to put personal mobile phones in the kitchen/office whilst on site, and expected to follow staff procedures regarding their use.
- Personal mobile phones must be kept in the kitchen during the working day.
- In the event of an emergency, personal mobile phones may be used in the kitchen/office with permission from the manager.
- Staff must ensure that the Preschool Mobile number/school office number is made known to their immediate family and other people who may need to contact them in an emergency e.g. children's schools.
- Staff may take personal mobile phones on outings, for emergency use **ONLY**. They must not make or receive non-emergency calls and must **ONLY** make or receive emergency calls in the presence of another staff member. If staff are to accompany children to the toilet on outings, they must ensure they hand their phone to another staff member.
- Staff will not use personal mobile phones for taking photographs whilst on duty, under any circumstances including of children on outings.



Cameras and videos

- Staff must not bring personal cameras or video recorders into the setting.
- Photographs and recordings of children are only taken by staff for valid reasons, i.e. to record learning and development, or for displays within the setting.
- Camera and video use for recording children's development is closely monitored by the setting Deputy and Manager.
- Photographs and recordings of children are only taken of children for Preschool use eg. website, prospectus, adverts, if the parent has agreed this in the Parent Consent Form with the registration documents.

Social networking and the internet

- This policy includes sites such as Facebook, Twitter, personal blogs, myspace and personal websites.
- The Manager administrates the 'Stawley Preschool' Facebook page. Children's faces are never uploaded, without parental permission, onto the Facebook Page, Instagram or Preschool website blog (www.stawleypreschool.co.uk)
- The setting recognises the benefits of social networking for staff and parents but expects staff and parents to use their judgement and work to the following guidelines:
 - Any material posted online in reference to Stawley Under Fives is the responsibility of the poster.
 - No references should be made to children, parents, employees or other professionals that an employee encounters at work
 - At no time must any photographs or materials be posted that identify the setting or children and pictures of staff may only be used with express permission of staff concerned
 - Any member of staff found to be posting remarks or comments that breach confidentiality and/or are deemed to be of a detrimental nature to the Preschool or other employees or posting photographs or videos of children, staff or setting without express permission will face disciplinary action in line with the disciplinary policy.
 - Any complaints about Preschool should not be posted on any social networking sites but rather taken directly to the Manager.
 - Members of staff should not be contacted via social networking sites.