

WHITLEY LODGE UNDER FIVES

- **MOBILE PHONE, CAMERA, RECORDING DEVICES, SMART WATCH, ELECTRONIC DEVICES WITH IMAGING AND SHARING CAPABILITIES AND INTERNET POLICY**

- **Statement of intent**

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns.

1) Staff being distracted from their work with the children.

2) The inappropriate use of mobile phones, cameras, recording devices, smart watches, electronic devices with imaging and sharing capabilities around children.

3) Use of the internet or social networking sites which may harm the reputation of the group

- **Aim**

Our aim is to have a clear policy on the acceptable use of mobile phones, cameras, recording devices, smart watches, electronic devices with images and sharing capabilities that is understood and adhered to by all parties without exception. We also feel that guidelines should be given about the use of the internet and social networking sites e.g. facebook

- **Methods**

In order to achieve this aim:

- **Mobile Phones, recording devices, electronic devices with imaging and sharing capabilities.**

Staff are allowed to bring in mobile phones for their own personal use provided they follow the guidelines outlined in this policy.

- All staff are aware that mobile phones, recording devices, electronic devices with imaging and sharing capabilities must never be used to record or photograph children in the setting and are vigilant to actual or potential misuse
- All staff, volunteers, students and visitor's mobile phones are kept in a see-through case which is in the 'grab bag' located on a hook by the fire exit.
- The use of personal cameras, mobile phones, recording devices, electronic devices with imaging and sharing capabilities is not allowed by staff members, volunteers, students or visitors when in contact with children. If a visitor is seen to be using their mobile phone during session times they will be asked to terminate their call or to take their phone outside to continue their phone call.
- Staff, volunteers and students must ensure that the pre-school's telephone number is given to family/schools etc. as an emergency contact rather than relying on their personal mobiles while at work or on duty. The pre-school phone can be used by staff, volunteers or students if they need to make an emergency telephone call
- If a staff member's phone rings during the session they must inform the Leader/other staff members that they need to answer their phone. If it is convenient, important calls may be taken away from the children. Such calls should be as brief as possible. When the call is finished the member of staff must inform the Leader that their phone is returned to the see-through case
- Whenever possible answering calls and texts should be left until the end of the session

- Staff members, volunteers and students may access their personal devices outside the session time and away from the children.

- **Smart watches**

Notifications do not need to be turned off on staff's smart watches, however staff are not to answer their phone on their watch or reply to any messages during contact time with the children

.Cameras

- Photographs are taken in pre-school for observation purposes, to include in a child's online Learning Journey, to use in displays, floor books and to celebrate events and achievements. All photographs will be taken and stored appropriately to safeguard the children in our care.
- Children will only be photographed after written parental consent has been obtained. Care must be taken not to photograph a child where parental consent has been withheld.
- All images taken must be appropriate – not putting the child in positions which may cause embarrassment or distress
- Photographs will only be taken using the pre-school I pads.
- The only exception to this rule is for photographs and recordings of the pre-school's Christmas performance. Parents are allowed to take photographs and make their own recordings on the understanding that this is for their own use only and will not be posted on the internet/social networking sites. A statement outlining this will be made before the performance.
- The pre-school's I pads (password protected) are stored in a locked cupboard at the end of each session and photographs are regularly deleted from the memory. If any outside printing of photographs is required, then this will be done under the direct supervision of the Manager.
- When a child leaves the pre-school their parents will have their online ' Learning Journal' to keep. They are encouraged to share these with Nursery or their next setting.
- **Internet and social networking guidelines**
- The pre-school does not allow photos or recordings of the children faces taken on pre-school premises or outings to be displayed on social networking sites, or other information sharing sites other than Tapestry.
- The pre-school uses facebook and Instagram to share activities with others, however no children's faces are shown.
- Staff should not discuss children, parents or other staff members on any internet site in relation to pre-school.
- Staff should not post anything on social media sites that may harm the reputation of the pre-school.
- Staff should not make any reference to Whitley Lodge Under Fives on internet sites or their own social networking sites unless it is in a positive manner e.g. job vacancies/voting for grant applications/advertising the pre-school.
- If staff allow parents to view their page on social networking sites then the relationship must remain professional at all times
- Any member of staff who does not comply with this policy will be dealt with in line with the pre-schools 'grievance and disciplinary procedure'.

