

St Matthew's Pre-School Policy

1.6 Use of mobile phones, cameras, camcorders and social networking.

Policy statement

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones, camera and recording devices.

Practitioners are made aware of the misuse of mobile phones and cameras, i.e. taking indecent images, sharing images and talking on mobile phones whilst in supervision of children. Practitioners are made aware that they are responsible for following procedures to ensure not only the safety of children but also to avoid putting themselves in compromising situations.

Procedures;

The preschool has a mobile phone (without camera) 07972059389 as there is no landline. It is also used during whole group outings as this is our only means of contact and is therefore, essential in making sure children and adults are kept safe, staff (minimum of 2) may take personal mobile phones with them on trip that involve just a small group of children. While the preschool phone does not have a camera, it can be used anywhere within the setting.

Personal Mobile Phones

- Personal mobile phones belonging to members of staff are only used on the premises during working hours in exceptional circumstances.
- At the beginning of each session personal mobile phones are stored in a locked cupboard.
- In the event of an emergency, personal mobile phones may be used in the privacy of the cupboard or kitchen with permission from a manager.
- Practitioners ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- If practitioners take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.
- Practitioners will not use their personal mobile phones for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises, they will be asked by a manager to place all personal belongings in the toy cupboard. We have a 'no devices' sign displayed on the register desk and all adults are referred to it.
- 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, videos and other recording devices.

The preschool camera may not be used in the toilets.

- Members of staff should not bring their own cameras or video recorders into the setting without permission from the manager.
- 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. The Preschool camera and camcorder are clearly labelled. Images are deleted from the memory card as soon as possible.
- Camera and video use is monitored by the setting managers.
- Where parents request permission to photograph or record their own children at special events, parents of all children will be made aware photographs are being taken and recordings made. Parents are requested to only post photographs on social networking sites if no other children are in the photographs.
- Photographs and recordings of children are only taken if there is written permission to do so (found on the individual child's registration form).

Personal Belongings

All personal belongings will be stored in the toy cupboard before children arrive at preschool. Staff may access their belongings at lunch time. These are kept separate from mobile phones.

All adults are made aware that they are responsible for their own belongings. Pre-school recommends that items are security marked, password protected and insured.

Social Networking

Practitioners are advised that it is considered inappropriate to have parents as 'friends' on social networking sites.

Practitioners are also made aware of the need to be conscious of the image they are portraying when posting images or comments on these sites, as we do not wish the professional integrity of the pre-school to be undermined.

This policy was adopted at a meeting of	St Matthew's Pre-School
Held on	_____ (date)
Date to be reviewed	_____ (date)
Signed on behalf of the management committee	_____
Name of signatory	_____
Role of signatory	_____