



Together, caring and learning

E-safety, Digital media, Camera and Mobile Phone Policy

To safeguard children, parents and staff in this setting we promote professional practice when using the internet, particularly social networking sites. Volunteers and students will also be aware of, and be expected to adhere to, this policy.

Salway Christian Pre-school has no internet access on the premises so the children's computer is safe from inappropriate internet use by children. However, there is a risk from tablets, phones, smart watches and other gadgets which use data to access the internet. Therefore, none of these devices are allowed to be used in the presence of children either by parents, staff or visitors to the group.

Parents are encouraged to use filters and monitor their children's use of the internet. Information can be found at:

<https://www.internetmatters.org/parental-controls/interactive-guide/>

Social Networking

These guidelines have been developed to minimise the impact of social networking on our setting.

Failure to comply with this policy may be an invasion of privacy and may infringe our Confidentiality Policy. In order to maintain professional boundaries staff should not invite or accept personal invitations to be friends from parents or carers that use the pre-school unless they know them in a personal capacity.

Staff members are advised to set their online profiles as private so that only friends are able to see their information. This can help to prevent any accidental breaches of this policy.

In addition, staff must not:

- mention any of the children or parents, from our setting, on their online profiles;
- write any negative comments about this setting or its employees on their social networking sites that could damage our reputation;
- post anything on social networking sites that could offend any other member of staff or parent using our setting;
- publish photos of the children on their online profiles;
- write anything about other staff members' working practices on their social networking sites;
- use their mobile phones to take photos or go on social networking sites whilst in this setting, in accordance with the mobile phone policy;
- similar precautions and safeguards must be used when using all other internet and networking sites such as EYFS forum, Twitter, Tumblr etc

Please be aware that serious breach of the Social Networking policy may result in disciplinary action.

Mobile phones

- Staff personal mobile phones must be kept with their personal belongings in the study during working hours.
- If a member of staff needs to make an urgent personal call they can request permission to use the Pre-school phone or to make a personal call from their mobile in an area not in use by the children

- If a member of staff has a family emergency or similar and needs to keep their mobile phone on they must obtain prior permission from the Manager or Deputy and it must be kept away from the children in the kitchen or study.
- Staff must **never** use their personal mobile phones to take photographs at the Pre-school during working hours. Doing so will be considered gross misconduct and may result in instant dismissal

Cameras

- Photographs of the children may only be taken on pre-school cameras which are kept locked in the study when not in use.
- Pre-school cameras may only be taken off the premises for pre-school outings.
- Photos may only be downloaded onto the pre-school laptops and printed for use in the child's profile books and displays.
- Photos may in no circumstances be uploaded onto any website including any social media site.
- Parents are made aware of how pre-school uses photos and asked to agree to this on registration as shown below:

"I understand that Pre-School staff will take photographs of the children for display and to provide evidence for each child's assessment and profile book (if more than one child is in the photo it may be shared for assessment). There may also be circumstances when staff wish to video the children and share it with the children themselves and their families. Pre-school also uses photographs/video as evidence and illustration for a quality improvement scheme (Quality Improvement in Learning and Teaching) and that is shared with Redbridge Local Authority. Photographs/video will not be shared outside Pre-School, other than for quality improvement, as stated above."

- Parents wishing to take a photo of their child at pre-school must seek permission and supervision from a member of staff to ensure there are no other children in the picture.
- Parents are allowed to photograph or video their children at pre-school events such as the Christmas celebration but are asked to keep the pictures for family use only and in no circumstances to share pictures of other children on any social media site.

Reviewed March 2018