

## Use of Mobile Phones, Cameras & 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 and cameras in the setting.

### Procedures

#### *Personal mobile phones*

- Personal mobile phones belonging to our staff and volunteers are not used on the premises during working hours.
- At the beginning of each individual's shift, personal mobile phones are stored in a basket in the kitchen area.
- In the event of an emergency, personal mobile phones may be used in privacy, where there are no children present, with permission from the manager.
- Our staff and volunteers ensure that the work telephone number is known to immediate family and other people who need to contact them in an emergency.
- If our members of staff or volunteers 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.
- Our staff and volunteers 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. We make 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 and videos*

- Our staff and volunteers must not bring their own cameras or video recorders into the setting.
- 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 whilst children are present.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
- Photographs and recordings of children are only taken of children if parents provide written permission to do so found on the individual child's Registration Form.

### *Social Networking*

Social Networking sites have become very popular and provide a great way for people to keep in contact with friends. However, through the open nature of such sites it is also possible for third parties to access this information.

The intention of this policy is not to stop staff and parents from conducting legitimate activities on the internet, but to make them aware of some of the implications that might arise.

The principles set out in this policy should always be followed. If in doubt then details should be discussed in the first instance with the Manager.

Social networking sites allow photographs, videos and comments to be shared with thousands of other users. However, it is not appropriate to share work-related information whether written or pictorial in this way. Staff members should respect the privacy and the feelings of others. Please refer to our Confidentiality Policy.

Staff are in a professional position and are responsible for the care and education of children. Therefore they must not engage in activities on the internet which might bring the setting or its associated employees into disrepute.

Our use of social networking applications, such as Facebook, has implications for our duty to safeguard children, young people and vulnerable adults.

#### Aim

- That our duty to safeguard children is maintained
- That the setting is not exposed to legal risk
- That the reputation of the setting is not adversely affected
- That our users are able to clearly distinguish where information provided via social networking applications is legitimately representative of the setting
- That we recognise our legal responsibilities

#### Objectives

- All staff and parents should bear in mind that information they share through social networking applications, even though they are on private spaces, are still subject to copyright, data protection and freedom of information legislation, the safeguarding vulnerable groups act 2006 and other legislation.
- If a member of Staff allows parents to view their social networking page, they must ensure that the relationship remains professional at all times.
- They must ensure that there will be no uploading of photos of staff, or children and their families on any site.
- If any of the above points are not followed then the member of staff involved could face disciplinary action which in turn could lead to dismissal.

#### **Review**

The policy will be reviewed yearly, in May, and amendments and changes will be carried out in conjunction with the Pre School staff, through liaison by the Proprietor.

23/5/19