



## **Kilkhampton Pre-School**

### **1.2a Use of Mobile Phones, Cameras, Internet and Social Networking**

#### **Policy statement**

Kilkhampton Pre-School 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.

We are also well aware that social networking has become an integral part of everyday life but that it can become a forum for complaining or gossiping and care must be taken not to breach our confidentiality policy or offend anyone when using these sites.

#### **Procedures**

##### ***Personal mobile phones***

- Personal mobile phones belonging to our staff and volunteers are only used in the office.
- At the beginning of each individual's shift, personal mobile phones are kept in the office.
- 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.
- Camera and video use is monitored by our manager.
- 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***

- Staff must not post anything onto social networking sites, such as Facebook, that could be construed to have any impact on the pre-school's reputation.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the pre-school. We expect our employees to use social networks responsibly – not gossip about work, talk about individual children or post anything that could put them in a bad light.
- If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times.
- It is not advised that any parents are 'friends' of staff, however if there is a friendship established outside of the professional remit, then care should be taken to maintain professional boundaries at all time. No parent should be a friend that has been established as a result of the professional role within the setting.
- If any of the above points are not followed then the member of staff involved will face disciplinary action which could result in dismissal.

### ***Internet***

- While employed at Kilkhampton Pre-School it is necessary to ensure when using internet sites that the practitioner does not bring the pre-school into disrepute; does not identify or discuss any child or their family; does not post any pictures of the pre-school or children on the internet and must ensure that all reference must be through the official website and authorised by the manager and committee.
- The above also applies when no longer in the employment of Kilkhampton Pre-School.
- The internet can be freely used for pre-school matters during working hours. Personal use must be restricted to breacktimes or after work.

- In order to protect Kilkhampton Pre-School, staff must not download music; be aware of viruses; be aware that incoming and outgoing emails can be read by our web host and manager to ensure the pre-school is not brought into disrepute; care must be taken over content searched or downloaded.
- Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the pre-school.
- Social media activities should not interfere with work commitments.
- Copyright laws must be adhered to.
- Kilkhampton Pre-School's logo must not be used without consent.
- Any employee who becomes aware of a social networking activity that would be deemed distasteful should make the manager/chairman aware.

Signed:

Date:

Name:

Date to be reviewed:

Position: