

MATLOCK PRE-SCHOOL PLAYGROUP

Acceptable Use of Mobile Phones & Camera 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.

Mobile Phones

Staff

Users bringing personal mobile telephones into Pre-school must ensure there is no inappropriate or illegal content on the device.

All staff/students must ensure that their mobile telephones are left locked inside the designated cupboard throughout contact time with children. Staff bags should be placed in the cupboard/office unless requested by the Manager to move them to another appropriate location.

Mobile phone calls may only be in staff members' own time. If staff has a personal emergency they are free to use the setting's phone.

If a member of staff is waiting for an emergency personal call then they must use the settings phone.

Staff need to make sure their families, children's schools etc., are aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

It is the responsibility of all members of staff to be vigilant and report any concerns to the manager/ Deputies.

Concerns will be taken seriously, logged and investigated appropriately in line with our safe guarding policy.

Parents/ carers

Parents are asked to not use their mobile phones whilst on Matlock Pre-school property.

Visitors /Workmen

If it is necessary for visitors/workmen to have their mobile phones to implement their role effectively then they are to be supervised at all times. Visitors may only use their phones outside of Pre-school premises during pre-school sessions.

- No photographs may be taken by parents of any child that isn't their own and any photos taken should be done so under the supervision of the staff.
- All parent helpers will be requested to place their bag containing their phone in the designated locked cupboard.

Cameras

Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and are an effective form of recording their progression in the Early Years Foundation Stage. They may also be used on our website and/or by the local press with permission from the parents.

However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Only the designated Pre-school cameras are to be used to take any photos within the setting or on outings.

Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

All staff are responsible for the location of the cameras which need to be placed within the locked filing cabinet at the end of the day.

Images taken and stored on the camera must be downloaded by Liz Neil who is the designated member of staff then deleted.

If photographs need to be taken in the toilet area i.e. photographs of the children washing their hands, then the Manager must be asked first and staff to be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.

Productions/Outings

Photographs maybe taken during productions/outings by a member of staff or DBS checked committee member if permission has been granted by the Manager and the permission form signed by parents/ carers. If permission is granted then photographs are only for parental/carers personal use and must not be placed on any social network sites. Parents/carers are requested to sign relevant documentation (admissions form) when their child commences pre-school, giving authorisation for us to photograph their child/ren for assessment and observation purposes. If they prefer not to give us there permission we will respect their wishes.

On occasion we might like to use photographs of the children taking part in an activity to advertise/promote our pre-school via our Web site etc.; however in this instance specific parental permission for these events would be required.

Social network sites

All staff will be made aware of the potential risks of using social networking sites e.g. Facebook and the importance of considering the materials they post and how publishing unsuitable materials may affect their professional status. The Internet is an unmanaged, open communications channel. All staff need to protect themselves from legal challenge and ensure they work within the boundaries of professional behaviour. We respect employee's right to a private life. However we must ensure that they do not disclose any of the Setting's confidential information, insult or slander the Pre-school, its employees or parents; bring the setting into disrepute, or disclose personal data or information about any individual that could breach the Data Protection Act 1998. We therefore require that if staff use social networking websites that they:

- Refrain from identifying themselves as working for Matlock Pre-school.
- Ensure that they do not discuss Matlock Pre-school or conduct themselves in a way that is detrimental to our Setting.
- Take care not to allow their interaction on these websites to damage working relationships between employees and parents of the Setting.

Cyber bullying

We are committed to ensuring that all staff are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the work place. Cyber bullying methods could include using text messages, mobile phone calls, instant messenger services, or by posting comments on web sites, blogs or in chat rooms.

Failure to adhere to the contents of this policy will lead to disciplinary/safeguarding procedures being followed.