

All Saints Pre-school Safeguarding



Mobile Phone, Smart Watches, Camera and Social Networking Policy

Policy statement

The Pre-school embraces new technology but has a mobile phone, smart watch, camera and social networking policy. This is to protect children in the Pre-school from abuse and misuse of their images. We feel that restrictions need to be in place on staff, committee, visitors and parents/carers when they access social networking sites. The Pre-school has a high reputation to upkeep, and comments made on social networking sites, such as “Facebook” could have an impact on how parents using our pre-school view the staff and those associated with the pre-school. Refer to our specific Facebook and Social Networking Policy for more information.

EYFS key themes and commitments

Procedures

- All Saints Pre-school respects that members of staff may bring their phones to work, for use in receiving or making emergency phone calls only. All phones must be stored in the kitchen area, in the closed box. The only mobile phones that should be on display and used throughout the day are the pre-school phone and the Manager’s phone.
- The receiving and making of calls should be kept to a minimum and limited to important calls only, after receiving permission from the pre-school management.
- All staff, visitors and parents/carers are prohibited from using phones or smart watches (unless in an emergency and after seeking permission) inside the Pre-school. Smart watches can be worn in the setting but they must be disconnected in order that no notifications are received. Notifications will distract the person wearing the watch and could be detrimental to the children in their care.
- Under no circumstances should photos be taken on mobile phones or a camera by either staff, visitors or parents/carers, unless permission has been sought. If permission has been given, the photos should be kept safe and be for personal use only. They should **not** go onto social networking sites.
- Any staff, visitor or parent/carer using a phone to take photos without permission will be asked to remove the relevant photos from their phone under the supervision of the Manager or person in charge on the day.
- If we find that parents/carers do not adhere to our policy on sharing photos on social media sites, they will be asked by the pre-school to remove the photos from the site. If we find that our request has not been acted upon, it could result in your child losing their space at our pre-school.
- Staff should only use the Pre-school phone or the Manager’s phone, to take photos and this must not be downloaded onto any personal computer except the Managers laptop, which is password protected and covered by data protection. The Manager will delete any images when they have been used for the purpose intended. Photos taken in the pre-school will only be taken to show a child’s development or to enhance the image of our setting.
- No electronic copies of photo/s should be passed to outside agencies unless educational use has been signed for or it/they are requested in relation to a safeguarding concern.

- Parents must not request friendship with staff, either personally or on social networking sites, unless previously friends. All staff should make the pre-school management aware of any friendships with a potential parent before a child starts with us.
- The registration form outlines the policy on befriending staff and once the parent has signed this form, they have agreed to follow our policy and procedure on this.
- The internet is only to be used in the Pre-school by the Manager, on devices which are password protected.
- The internet should not be used by the staff on mobile phones or smart watches within the Pre-school, unless they get permission from pre-school management.
- If any of the above points are found to be happening concerning staff behaviour with mobile phones, smart watches and social networking sites, then the member of staff involved could face disciplinary action, which could result in dismissal.
- If a visitor or parent/carer refuses to follow our policy and procedures on using mobile phones or smart watches whilst in the setting, they will be escorted from the premises.

Further guidance

- Data Protection Policy
- Confidentiality Policy

This policy was adopted at a meeting of All Saints Pre-school
September 2018

Date reviewed	Changes	Signed by
29 th June 2020	Refer to Facebook & Social Media Policy (new) Removed specific Social Media information as in new policy	
11 th March 2021	All changes are highlighted. Order of some of the bullet points has been re-arranged in order that they read more easily.	

- “staff” includes paid workers, students and volunteers

