

1.13 Use of mobile phones, smartwatches and fitbits, cameras/digital images and social networking policy

Policy Statement

This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets, and any recording devices including smartwatches. More and more devices are technically, capable of connecting us to the outside world. We will adapt the policy to include all devices we deem required to safeguard children.

Mobile phones and other electronic devices with image sharing capability and accepts calls, messages and video calling.

At Perins Pre-school, we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the pre-school receive good quality care and education.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones or other electronic devices with image sharing capability, during working hours.

Staff must adhere to the following:

- Mobile phones and other electronic devices with image sharing capability are not accessed during your working hours.
- Mobile phones and other electronic devices with image sharing capability can only be used on a designated break and then this must be away from the children.
- Mobile phones and other electronic devices with image sharing capability should be always stored safely in the locked box in the office during the hours of your working day.
- No personal device is allowed to be connected to the Sunhill WI-FI at any time.
- The use of Pre-School devices, such as tablets, must only be used for pre-school purposes.
- The pre-school devices will not have any social media or messaging apps on them.
- Any apps downloaded onto pre-school devices must be done only by management. This will ensure only age appropriate and safe apps will be accessible to staff or children using them.
- Passwords / passcodes for pre-school devices must not be shared.
- During outings, photographs must not be taken of the children on any personal phones or any other personal information storage device. Only pre-school owned devices will be used to take photographs or film videos.
- Pre-School devices such as tablets will not be taken home with staff and will remain secure at the setting when not in use.
- Only the designated person can post onto our social media pages.

Parents' and visitors' use of mobile phones and other electronic devices with image sharing capability and smartwatches.

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, to ensure the safety and welfare of children in our care and share information about the child's day. However, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the pre-school or when collecting or dropping off their children. If you are found to be using your phone inside the building, you will be asked to go outside.

We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child.

Visitors are requested to leave their mobile phones in the locked box in the office.

Photographs and videos

We recognise that photographs and video recordings play a part in the life of the pre-school. We ensure that any photographs or recordings taken of children in our pre-school are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We obtain this when each child is registered, and we update it on a regular basis to ensure that this permission still stands.

We ask for individual permissions for photographs and video recordings for a range of purposes including use in the child's learning journey; for display purposes; for promotion materials including our pre-school website, brochure, and the local press. We ensure that parents/carers understand that where their child is also in another child's photo, but not as the primary person, that the picture may be used in the other's child's online learning journal. Photos or videos are never taken in areas where intimate care routines take place.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles, tablets, or smartwatches and may only use those provided by the pre-school. The manager will monitor all photographs and recordings to ensure that the parents' wishes are met, and children are safeguarded.

Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the pre-school premises without the prior consent of the manager.

We use tablets in the pre-school to take photos of the children and record these directly on to their electronic learning journeys. We ensure that these devices are used for this purpose only and do not install applications such as social media or messaging sites on to these devices.

We also do routine checks to ensure that emails and text messages (where applicable) have not been sent from these devices and remind staff of the whistleblowing policy if they observe staff not following these safeguarding procedures.

Social Media

Social media is becoming a large part of the world we live in and as such here at Perins Pre-School, we need to make sure we protect our children by having procedures in place to ensure safe use.

We use Facebook to share pictures of the activities the children have accessed at pre-school. To safeguard children, we will:

- Ensure all children in the photographs or posts have the correct permissions in place from their parent / carer.
- Monitor comments on all posts and address any concerns immediately. The Facebook page is monitored by the schools marketing team.
- Not allow others to post on our facebook page, only particular staff at Perins school.

Staff use of social media

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the pre-school, staff, parents, or children.

- When using social networking sites such as Facebook or Instagram staff must:
 - Not name the setting they work at
 - Not make comments relating to their work or post pictures in work uniform
 - Not send private messages to any parents/family members
 - Direct any parent questions relating to work via social networking sites, then staff should reply asking them to come into the setting or contact the manager.
 - Ensure any posts reflect their professional role in the community (e.g.no inappropriate social event photos or inappropriate comments i.e. foul language)
 - Report any concerning comments or questions from parents to the manager/safeguarding lead.
 - Follow the staff behaviour policy.
 - Not post anything that could be construed to have any impact on the pre-school's reputation or relate to the setting or any children attending in any way.

- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.
- To follow this in conjunction with our whistleblowing policy.

All electronic communications between staff and parents should be professional and take place via the official communication channels, e.g. the setting's email addresses and telephone numbers. This is to protect staff, children, and parents.

Parents and visitors' use of social networking

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publically or privately, information about any child on social media sites such as Facebook, Instagram, and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

We ask parents **not to**:

- Send friend requests to any member of staff.
- Screen shot or share any posts or pictures from the pre-school on social media platforms (these may contain other children in the pictures)
- Post any photographs to social media that have been supplied by the pre-school with other children in them (e.g. Christmas concert photographs or photographs from an activity at the pre-school)

We ask parents to:

- Share any concerns regarding inappropriate use of social media through the official procedures (please refer to the partnership with parents' policy, complaints procedures and grievance policy).

This policy was adopted by

Perins Pre-school

On

2nd July 2024

Date to be reviewed

2nd July 2025

Signed on behalf of the provider

Michelle Osman

Name of signatory

Michelle Osman

Role of signatory (e.g. chair, director or owner)

Pre-School Manager