

1.11 Digital devices, Imaging and social media use policy

Policy Statement

At Perins Pre-School, we are committed to safeguarding and promoting the welfare, safety and privacy of all children in our care. We recognise that the use of mobile phones, wearable technology, cameras, digital images and social networking sites present potential risk, and we take all necessary steps to ensure these are managed appropriately.

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.
- 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.
- 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 marketing person can post onto our social media pages.
- Staff must delete images/videos from pre-school devices once they have been used for a purpose.
- Only pre-school devices will be used to take pictures/videos. These devices will only be used in the presence of others.

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

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.

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 marketing team.
- Not allow others to post on our facebook page.

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.
 - 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, publicly 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).

Photographs

At Perins pre-school, we believe that we must protect all children's rights to privacy, and we aim to protect children's images from misuse.

- All photographs will either be displayed for evidence for parents and carers to view during visits or parents evenings and in their own child's online learning journal. An Ofsted Inspector during an inspection will have

access to these. All photographs downloaded on the settings laptops will be deleted after one year unless it has historical value to the pre-school.

- Every parent has the right to refuse this request, in which case, the child must not be photographed by any member of staff, by a parent or carer or by any outside agency without the express permission for that occasion of the parent/carer.
- Photographs needed for evidence in a students or staff member's personal development study file must seek additional permission
- Where pictures are taken of the pre-school children during an event, the parents/carers who have opted out of pictures being taken will be contacted to allow them to decline their decision.
- All mobile phones and other electronic devices with image sharing capability owned by staff, contractors or parents/carers must be left in the locked box in the office
- Parents/carers are required to leave their phones in a basket or in their bag in the office

This policy was adopted on

13th April 2026

Date to be reviewed

13th April 2027

Signed on behalf of the provider

Michelle Osman

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

Pre-School Manager