



Broomley Pre-School
Main Road
Stocksfield
Northumberland
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Registered Charity No. 1069127

Mobile Phone, Camera and Social Networking policy

Policy Statement

At Broomley Pre School we believe our staff should be completely attentive during their hours of working, to ensure all children in the setting receive good quality care and education. Our intent is to prevent the inappropriate use of mobile phones and cameras around children.

Aim

Our aim is to:

Have a clear policy on the acceptable use of mobile phones, cameras and social networking sites that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:

Mobile Phones

- Must be stored in the locked cupboard in the kitchen area and not used during school hours.
- Mobile phone calls may only be taken in staff members' own time, when children are not on the premises
- During group outings nominated staff will have access to the setting's mobile phone, which is to be used for emergency purposes only.
- Smart watches and Fitbits are permitted to be worn by staff but to be used only as a watch when working with children. Therefore, other functions must be disabled when staff are with the children.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Pre School-Manager.
- Concerns will be taken seriously, logged and investigated appropriately.

- The Manager reserves the right to check the image contents of a member of staffs mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found then our Local Authority Designated Officer (DO) will be contacted immediately. We will follow the guidance of the DO as to the appropriate measures for the staff member's dismissal.

Cameras

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form or recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only the designated Pre School camera is to be used to take any photo 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 camera; this should be placed within the lockable cabinet (Kitchen area) when not in use.
- The camera must be locked away at the end of every session.
- Images taken and stored on the camera must be downloaded as soon as possible on school premises.
- Photographs should then be distributed to members of staff (key Persons) to record in children's learning journals.
- Parents are not permitted to use cameras or mobile phones within the setting.

We also feel that restrictions need to be placed on staff when they access social networking sites. Broomley Pre School has a high reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents using the setting view the staff.

Social networking sites

- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the settings reputation.
- Staff must not mention any of the children from the pre-school on their online profiles
- Staff must not write direct or indirect suggestive comments about work on their online profiles
- Staff must not publish photos of the children on their online profiles.

- Staff must not publish photos of other staff whilst in the pre-school on their online profiles
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the setting.
- Staff must not use mobile phones to take photos in the pre-school or to access social networking sites during their working hours
- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents of the pre-school unless they are committee members.
- Staff members are advised to set their online profiles to private so that only friends are able to see their information.
- Staff are responsible for adhering to the terms of service of each site they use.
- Personal profiles should not contain any images or videos which may be perceived as inappropriate behaviour for a childcare professional
- Staff will not have the pre-school name anywhere in their personal profile.
- Any breaches of the Facebook & social networking policy could result in disciplinary action.

Parents and visitors use of mobile phones and social networking

Parents and visitors are asked to refrain from using their mobile telephones whilst in the setting or when they are collecting or dropping off their children. A 'No Mobile Phone' poster is displayed in the setting.

We promote the safety and welfare of all staff, parents, children in the setting and therefore ask parents and visitors not to

- Send 'friend requests' on social networking sites to staff members
- Post publically or privately information/photographs about any child, parent or member of staff on social media sites such as Facebook or Twitter without their permission.
- We ask all parents and visitors to follow this policy to ensure that personal information and images do not fall into the wrong hands.

Maintain professionalism, honesty, and respect at all times.

This policy was adopted at a committee meeting of

Broomley Pre School

Held on: April 2023

Date to be reviewed - April 2024

Signed on behalf of the management committee:

Name of signatory - Vanessa Hucklesby

Role of signatory - Chairperson