Mobile Phone, Camera & Social Networking Policy
Linked to: (Safeguarding Children)

With the current developments of information technology there are growing concerns regarding safeguarding and promoting children's welfare. The media have highlighted incidents where technology has been used inappropriately. It is our intention to develop stringent policies and procedures to safeguard and promote children's welfare.

We believe that:
- The health and safety of children is of paramount importance.
- We make our setting a safe and healthy place for children, parents/carers, staff and volunteers.

We want children to:
- Feel as secure as possible.

We aim to:
- Ensure that all parents/carers who place their children into our care know that they are protected both on and off the premises.

This policy has been written to set out the key principles in the appropriate use of technology.

**EYFS key themes and commitments**

![Diagram showing A Unique Child, Positive Relationships, Enabling Environments, and Learning & Development]

**EYFS Statutory Framework:**

Section 3 - Safeguarding and Welfare Requirements (3.4)
Procedures

Mobile phones and other communication devices:

It is common for most people nowadays to carry a mobile phone or other communication device, which include Ipods, Ipads and gaming devices. These devices may also have the capability to take photographs and send e-mails creating an increased risk to children’s welfare. As part of the good practice at Lampits pre-school we have developed the following measures.

• We operate a strict ‘no photography’ and ‘mobile phone policy’ and all staff members, parents, carers, students and visitors are only permitted to use their phone in the office.
• Staff members should ask visitors to switch off their mobile phones when they enter the setting.
• In specific circumstances, visitors will be permitted to keep their mobile phones switched on, providing they do not have the capability to take photos or record images; however, they can only do so with prior agreement from the manager/ deputy manager and the understanding they must go into the office if they wish to use them.
• Staff members will enforce this policy by approaching the person using their phone and asking them to switch it off.
• Staff members bringing personal devices into the setting must ensure there is no inappropriate or illegal content on the device.
• Staff members should be completely attentive during their working hours, to ensure all children in the setting receive good quality care and education. Therefore, members of staff are not permitted to use their mobile whilst working with the children.
• Mobile phones/ devices should be turned off and stored safely with the staff member’s personal belongings.
• Mobile phones must not be used for private use during working hours. Staff members should ensure that anyone who may need to contact them in the event of an emergency has the setting’s office telephone number.
• In the circumstances where a staff member needs to have access to their mobile phone during the session, they may keep it left on in the office; however, checking must not impact adult child ratios
• Staff members may use their mobile phone during their designated lunch break; however, the phone must be returned to their bags or office on
their return to work. Staff members are not permitted to use their phones in the staff room, whilst completing paperwork (off-rota time).

- Staff members should maintain a professional relationship with parents/carers and should not share their contact details with them.
- Staff members are not permitted to contact a parent using their own mobile phone for any reason. The setting has a mobile phone which can be used to keep in contact with parents, if necessary. The number of this phone is: **07722595955**
- Staff members should not disclose another person’s contact details without checking first if they want this to happen, if in doubt contact your manager/deputy manager.

**Cameras:**

We use photographs as a means of recording a child, or a group of children, participating in activities, or celebrating their achievements. This is an effective form of recording children’s progress within the Early Years Foundation Stage; however, it is also essential that photographs are taken and stored appropriately. In order to safeguard our children we have devised the following procedures:

- Photographs will only be taken with the setting's designated camera.
- 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 members are responsible for the location of the camera, placing it in the office when not in use.
- The camera must not leave the premises, without prior consent from the manager/deputy manager.
- The images are downloaded on the setting’s computer and printed at the end of each day; these are then immediately deleted unless there is prior agreement from the parents/carers to save them for a specific reason (for example, to use in promotional resources).
- The photographs are then distributed to the children’s key person to include in their learning journals.
- Some photographs will be printed for wall displays or scrapbooks, consent for this will be sought when the child starts at the setting.
• Under no circumstances must cameras of any kind be taken into the toilet or changing area without prior consultation with the manager/deputy manager.

• If photographs need to be taken in the toilet area, eg. Photographs of the children washing their hands, then the manager and deputy manager must be asked first and the staff member must 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.

• Parents/carers are **not** permitted to take photographs at any event without prior agreement, such as end of year party; however, on request they may take a photograph with staff members providing they are in an area away from the other children.

**Social networking sites:**

The growing popularity of social networking sites has raised concerns for the setting; particularly should someone choose to write about their work with us. Social networking sites include, Twitter, Facebook, You Tube, MSN, Bebo and My Space; however this is not an exhaustive list and may include others.

We have a good reputation to maintain and comments made on these sites could have an impact on how parents/carers view the staff and setting. Therefore, we have developed a policy to outline our views so that everyone understands what is appropriate. Staff members must have regard for this policy and should ensure that the content of their social networking pages do not bring the setting into disrepute or breach their obligations under the contract of employment.

• Staff members are not permitted to use a social networking site to explain any details of their employment or daily work activities.

• It is not acceptable for any staff member to use the setting name, logo or any other published materials without prior permission from the management committee.

• Staff members should not identify themselves as a representative of the setting, this includes identifying their place of work on Facebook.

• Staff members are not permitted to publish any images or photographs that feature children, staff, the building or surroundings, unless permission is sought from the manager/management committee.

• Staff members must not post anything on social networking sites that could be construed to have any impact on the setting’s reputation.
• Staff members must be careful not to post anything onto social networking sites that could offend any other member of staff or parent/carer using the setting.

• If members of staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times.

• Anyone working at the setting, whether it is paid or voluntary, **must not** communicate with children via social networking.

• The use of social networking applications in work time, or on the premises, is not permitted. Therefore, if any staff member has evidence of this they should contact the safeguarding designate.

**NOTE:** Failure to abide by the guidance outlined in this policy could result in disciplinary procedures being invoked, which could lead to dismissal.

**Legal framework:**
Data Protection Act (1998)