

E-Safety, Social Networking, Mobile phone/Laptop/Tablet and Digital Photography Policy

Policy statement

E-Safety concerns safeguarding children, young people and staff in the digital world. This policy encompasses not only Internet technology but also electronic communications via mobile phones and wireless technology. This policy will help support and protect children, young people and staff when using technology in our setting.

All staff will be made aware of the potential risks of using social networking sites e.g. Facebook and the importance of considering the materials they post and how publishing unsuitable materials may affect their professional status.

The Internet is an unmanaged, open communications channel. All staff need to protect themselves from legal challenge and ensure they work within the boundaries of professional behaviour. We respect our employee's right to a private life. However we must ensure that they do not disclose any of the Setting's confidential information, insult or slander the Pre-school, its employees or parents; bring the setting into disrepute, or disclose personal data or information about any individual that could breach the Data Protection Act 1998. We therefore require that if staff use social networking websites that they:

- Refrain from identifying themselves as working for Neatishead and Barton Pre-School.
- Ensure that they do not discuss Neatishead and Barton Pre-School or conduct themselves in a way that is detrimental to our Setting.
- Take care not to allow their interaction on these websites to damage working relationships between employees and parents of the Setting.

Cyber bullying

We are committed to ensuring that all staff are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the work place. Cyber bullying methods could include using text messages, mobile phone calls, instant messenger services, or by posting comments on web sites, blogs or in chat rooms.

Mobile Phones/Laptops/Tablets

Staff, visitors, volunteers and students are not permitted to use their personal mobile phones/Laptops/Tablets or to take and record any images of pre-school children for their own records during session times. Neatishead and Barton Pre-School has a mobile phone; this number may be given by staff as a work/emergency contact number for incoming calls.

Parents/carers are not allowed to use their mobile phones/Laptops/Tablets in the Pre-School building or its grounds.

Procedures

- Many mobile phones/laptops/tablets have inbuilt cameras so staff are not permitted to use them in the Setting.

- Staff personal mobile phones need to be placed in the office in a designated mobile phone box. Any laptops/tablets need to be placed in the office.
- Any visitors/parents that stay beyond drop-off and collection are required to place their mobile phones in the office in the designated mobile phone box. Any laptops/tablets need to be placed in the office unless they are needed during the course of the visit e.g. student assessors, in which case the laptop/tablet camera lens should be covered to prevent photographs being taken.
- Visitors are made aware of our policy on arrival verbally and visually (via a poster).
- In cases of a personal emergency all personal calls should be directed through the Pre School mobile phone.
- Staff are asked not to make personal calls during their working hours. However, in urgent cases, a call may be made if deemed necessary and by arrangement with the Supervisor.

Use of Digital Photography

Policy statement

Children have their photographs taken to provide evidence of their achievements for developmental records (The Early Years Foundation Stage, EYFS 2007).

Procedures

- Under the Data Protection Act 1998, the pre-school must seek parental consent to take photographs and use video recorders. Photographs will be stored on pre-school laptop, which is password protected, until they are printed out by key workers. Once this occurs, all photographs will be deleted from the pre-school laptop and camera. Any photographs that have been printed will be shredded once they are finished with.
- The Supervisor (Christine Colman) or Deputy (Nicola Painter) will ensure the safety of the memory card.
- The photographs will be uploaded on to the computer and will be dated and saved, the Supervisor will print off the photos of all children for learning journeys at the end of each week.
- Photographs may be taken during indoor and outdoor play and displayed in albums or a child's development journal for children and parent/carers to look through.
- Often photographs may contain other children in the background.
- Events such as Sports Day, Outings, Christmas and Fundraising Events may be recorded by video and photographs by staff and parent/carers but always in full view of all attending. Parental permission for these events would be required (signature on the Admission form)
- If parents/carers take photographs during events, outings, etc, they must not be put on social media e.g. Facebook if any child, other than their own, can be identified.
- On occasion we might like to use photographs of the children taking part in an activity to advertise/promote our pre-school via our Web site etc.; however in this instance specific parental permission for these events would be required (signature on the Admission form).

Inappropriate use of mobile phones, internet or networking sites can have a negative impact upon staff and the reputation of the Setting. Where it is believed that a staff member has failed to comply with this policy, they will face Disciplinary Procedures.

Links to other relevant policies:

- Safeguarding policy
- Behaviour policy
- Child Protection and Confidentiality policy

This policy was adopted at a meeting of	_____	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management committee	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	