

Safeguarding and Welfare Requirement: Child Protection

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.



Use of mobile phones, cameras and social networking

Policy statement

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones and cameras in the setting.

Procedures

Personal Mobile Phones

- Personal mobile phones belonging to members of staff are not used on premises during working hours.
- At the beginning of each individual's shift, personal mobile phones are stored in a locked office drawer.
- In the event of an emergency, personal mobile phones may be used in the privacy of the office with permission from the manager.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.
- Members of staff will not use their personal mobile phones for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. There is an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised that they can use their mobile phone in the privacy of the office.

Cameras and videos

- Members of staff must not bring their own cameras or video recorders into the setting.
- Members of staff are not permitted to wear smart watches.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by the setting manager

- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
- Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's registration form)

Social Networking

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. This is why mobile phones are not used during working hours.

We also feel that restrictions need to be placed on staff when they access social networking sites. The Pre-school has a high reputation to upkeep and comments on sites such as Facebook and Twitter could have an impact on how parents use the Pre-school view the staff.

- Personal electronic devices eg: mobile phones, ipods, cameras/smart watches are not to be taken into the main Pre-School rooms, but to be kept in the office where children do not enter.
- Mobile phones are not allowed to be turned on during your working hours
- Mobile phones can be switched on during a designated break in a staff area only.
- Mobile phones should be stored safely at all times
- Staff must not post any reference to the company on any internet site. This includes the use of the company name
- Staff must not post anything onto social networking sites such as Facebook that could be construed to have any impact on the Pre-school's reputation
- Staff must not post anything onto social networking sites that would offend any other staff member or parent using the Pre-school
- If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times.

If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal.

We also ask that parents refrain from posting pictures of children (other than their own) on social networking sites. They will be reminded at times such as Christmas plays and sports' days and any other events not to post pictures of anyone else's children on sites such as Facebook.

This policy was adopted at a meeting of	Southmoor Pre-School	(name of provider)
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)	_____	