

## **SAFEGUARDING - MOBILE PHONES, CAMERAS & SOCIAL NETWORKING POLICY**

### **Safeguarding & Welfare Requirement: Child Protection**

The safeguarding policy & 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 & cameras in the setting.

### **Policy Statement**

It is our intention to make sure that there are effective procedures in place to protect children, young people and vulnerable adults from the unacceptable use of mobile phones & cameras in the setting.

### **Procedures - Personal Mobile Phones**

Personal mobile phones belonging to members of staff are not to be used on the premises during working hours. At the beginning of each individual shift, personal mobile phones are to be stored in the office. In the event of emergency 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 may need to contact them in an emergency. The Pre-school phone cannot be used for a non-emergency, the person answering the phone will take a message & inform the caller that the member of staff is in session; the message will then be passed on to the individual when appropriate.

If members of staff take their own mobile phone on an outing, for use in case of an emergency, they must not make or receive personal calls as this will distract them. Members of staff will not use their mobiles phones for taking photos of the children in the setting or on outings.

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## **Procedures - Cameras & Videos**

Members of staff will not bring their own cameras or video recorders to the setting.

Photographs and recordings of children are only taken for valid reasons and photographs and recordings of the children are only taken on equipment belonging to the setting. Camera and video use is monitored by the Manager and Deputy Manager. Photographs and recordings of the children are only taken of children if there is written permission to do so - see individual child permission form.

Parents will be given permission where requested to take photos of their own children at special events, but photos cannot be placed on the internet or any social networking sites.

## **Social Networking**

We expect all members of staff to conduct themselves in a professional manner when using social networking sites, being aware of their privacy settings, personal statements and posting of pictures and personal opinions. If staff post images or comments which relate directly or indirectly to illegal or inappropriate behaviour, Pre-school staff have a duty to report this to the Manager or Committee Chair; this in turn could result in disciplinary action or even prosecution.

St Teath Pre-school, members of staff, or children must never be mentioned directly or indirectly on social media. We ask that members of staff do not 'become friends' with parents / carers on social networking sites, with the exception of a historical friendship, family connection or a working colleague.

Parents & carers are made aware that any communication regarding Pre-school must be done via the pre-school telephone or email, and that they are NOT to contact members of staff directly through any social networking site. In the unlikely event that a member of staff is sent a personal message, we ask that they respond by informing the parent or carer of our policy, and do not enter into any discussions.

Members of staff or volunteers will NEVER post pictures of the Pre-school or children on a social networking site.

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