**Safeguarding- Mobile Phones, Cameras and Social Networking Policy**

**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 kept in a secure place in the office, these are not to be taken into the classroom at any time. Mobile phones may be used in the office during staff breaks.

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.

Members of staff are permitted to take their mobile phone on preschool outings however Members of staff are not permitted to use their mobiles phones for taking photos of the children in the setting or on outings.

**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 were 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**

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 where this will be dealt with the appropriate action according to the circumstances.

Parents & carers are made aware that any communication regarding Pre-school must be done via the pre-school telephone, email, or social media platform. and that they are NOT to contact members of staff directly. In the unlikely event that a member of staff is sent a personal message, we ask that they respond by informing the parent/carer to forward the message to the preschool.

Apple Watches/Smart Watch

Staff are permitted to wear Smart watches in the setting providing they do not have a camera that can take pictures directly from the watch.

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| This policy was adopted by | St Teath Preschool |  |
| On | June 2021 | *(date)* |
| Date to be reviewed | June 2022 | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory |  |
| Role of signatory (e.g. chair, director or owner) | Chair Person |