



Use of Mobile Phones, Cameras and Social Network

Personal mobile phones

- The use of mobile phones is not permitted in the setting between the hours of 9:30am and 2:30pm when the children are in the setting; with the exception of the Pre School mobile phone and the Pre School Manager's mobile phone.
- Parents and visitors are requested not to use their mobile phones whilst on the premises.
- Staff mobile phones should be switched off/silent mode, put away in their belongings and kept behind the Managers desk.
- Mobile phones must not be left/kept in the kitchen.
- Staff should provide the setting mobile phone number and/or email address as an emergency contact, the phone is always switched on during the staff working hours.
- Members of staff must not use their personal mobile phones for taking photographs of the children under any circumstances.
- Any personal calls/text messages should be made/taken outside of session time where possible.
- If a call needs to be made/taken staff should inform the Manager/Deputy and arrangements will be made.

Social Networking sites

- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents of the pre school children unless they know them in a personal capacity.
- Parents have signed an agreement not to share photo's/video's from their child's Tapestry online Learning Journal to any social media sites.
- Staff must not write anything on social networking sites such as 'Facebook' that could have any impact on Bierton Pre School's reputation.
- Staff must not write anything on social networking sites that could offend any other member of staff or parent of a child attending the pre school.
- Staff must not mention any of the children from pre school on their profile.
- Staff must not write direct or indirect suggestive comments about Bierton Pre School, colleagues or parents on their profile.
- Personal profiles should not contain any images or video's which may be perceived as inappropriate behaviour for a childcare professional.

Cameras and videos

- 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 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.

Date: **01/10/2019**

Signed:.....

Name: **SARAH HEARN**

Role: **CHAIRPERSON**

Signed, all staff: