

ST JOHN'S SUNSHINE PRE-SCHOOL

MOBILE PHONE AND CAMERA POLICY

Personal mobile phones and other internet-enabled devices – staff and visitors

- Personal mobile phones and internet enabled devices are not used by staff at Sunshine during working hours. This does not include breaks where personal mobiles may be used off the premises or in a safe place e.g., staff room. The setting manager completes a risk assessment for where they can be used safely.
- Personal mobile phones are switched off and stored in lockers or a locked office drawer.
- In an emergency, personal mobile phones may be used in the privacy of the kitchen with permission.
- Staff do not take their mobile phones or other internet enabled devices on outings.
- Members of staff do not use personal equipment to take photographs of children.
- Parents/carers and visitors do not use their mobile phones on the premises. There is an exception if a visitor's company/organisation operates a policy that requires contact with their office periodically throughout the day phones still should be stored away from any areas that children access and setting phone number given to visitors so that they are still contactable. Visitors are advised of a private space where they can use their mobile.

Sunshine has a mobile phone which will always be active for parents to contact the setting. This phone is to only be used for calls associated with the Pre School

- Staff ensure that contact details of the setting are known to family and people who may need to contact them in an emergency.

Cameras and videos

- Members of staff at Sunshine do not bring their own cameras or video recorders to the setting.
- Photographs/recordings of children are only taken for valid reasons, e.g. to record learning and development, or for displays, and are only taken on equipment belonging

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to the setting. Children are given the opportunity to consent to their photograph being taken, even if parent/carer permissions are in place.

- Camera and video use is monitored by the setting manager.
- Where parents/carers request permission to photograph or record their own children at special events, general permission is first gained from all parents/carers for their children to be included. Parents are told they do not have a right to photograph or upload photos of anyone else's children.
- All photographs at Sunshine are printed on setting equipment and **should not** be outsourced for printing to an external company. This must be done with the permission of the Manager if not done on site and by setting provided equipment only.
- Photographs/recordings of children are only made if relevant permissions are in place.
- If photographs are used for publicity, parental consent is gained and safeguarding risks minimised, e.g. children may be identified if photographed in a sweatshirt with the name of their setting on it.

Use of social media

Staff are expected to:

- understand how to manage their security settings to ensure that their information is only available to people they choose to share information with
- ensure **Sunshine** is not negatively affected by their actions and do not name the setting
- are aware that comments or photographs online may be accessible to anyone and should use their judgement before posting
- are aware that images, such as those on Snapchat may still be accessed by others and a permanent record of them made, for example, by taking a screen shot of the image with a mobile phone
- observe confidentiality and refrain from discussing any issues relating to work
- not share information they would not want children, parents or colleagues to view
- set privacy settings to personal social networking and restrict those who are able to access
- not accept current service users/children/parents as friends, as it is a breach of professional conduct

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- report any concerns or breaches to the designated safeguarding lead in their setting
- not engage in personal communication, including on social networking sites, with children and parents with whom they act in a professional capacity. There may be occasions when the educator and family are friendly prior to the child coming to the setting. In this case information is shared with the manager and a risk assessment and agreement in relation to boundaries are agreed

Use/distribution of inappropriate images

- Staff are aware that it is an offence to distribute indecent images and that it is an offence to groom children online. In the event of a concern that a colleague **at Sunshine** is behaving inappropriately, staff advise the designated safeguarding lead who follows procedure Allegations against staff, volunteers or agency staff within the Safeguarding and Disclosures Policy