



## Micheldever & Stratton Preschool Mobile Phone, Cameras and Social Networking Policy (Revised 4<sup>th</sup> November 2022)

*Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).*

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

**Unique Child   Positive Partnerships   Enabling Environment   Learning and Developing**

### Introduction

The welfare, safety, and protection of children are paramount. We aim to create an environment where children are safe and protected.

### Procedures

To safeguard children, Micheldever & Stratton preschool has the following policy in place regarding the use of mobile phones within the Pre-School setting:

- Visitors to the Preschool will be asked to switch their phones off when they enter the building. Parents and carers will also be asked to ensure they do not access their phones whilst in the building for drop off and pick up.
- Where possible personal mobile phones and cameras should not be brought into the Preschool. This is to protect against loss or damage to the phone/camera as well as to protect the children at the Preschool.
- However, we appreciate that there are times when personal mobile phones are necessary so all staff/student placements must ensure that their mobile phones are placed in the kitchen. If the kitchen is not available the mobile phone should be placed in the locked safe in the kitchen, which is stored away from them during working hours. The key code and override key is held by the current manager, Finance Administrator. The safe will be audited regularly by the manager and Chair. Micheldever & Stratton Preschool accepts no responsibility for loss, theft or damage to staff personal phones while on Pre-School premises.
- Personal mobile phones must be turned off or set to vibrate during working hours. To ensure no damage occurs during storage, it is advisable that a staff member provides a protective cover for the phone. The welfare, safety, and protection of children are paramount.

Mobile phones belonging to staff or students must not be checked during working hours unless in an emergency. They may be checked during breaks or at lunchtime, away from the children in the kitchen or offsite.

They must then be put back in their lockers in the kitchen before restarting work.

Micheldever & Stratton Pre-School, The Warren Centre, Micheldever Station, SO21 3AR, Tel: 07934981271, EY2647913, Charity Number: 1076656

- Staff members are encouraged to give out the Preschool landline number to their family and childcare providers so that they can be contacted in an emergency without using their personal mobile phones.
- For emergency use, mobile phones may also be diverted to the Preschool main telephone number during working hours.
- In the event that an allegation is made against a staff member or volunteer, the Chair has the right to immediately check the photos on their personal mobile phone.

#### [Electronic Devices with image and sharing capabilities in the Preschool:](#)

- The use of any electronic devices with image and sharing capabilities such as but not limited to, cameras, tablets, mobile phones, smart watches and or other recording devices (in any form) is strictly forbidden in the children's toilets or changing areas.
- Personal cameras, including those on mobile phones, must not be used in the Preschool.
- Micheldever & Stratton Preschool provides cameras for use at the Preschool only and all images should only be downloaded on to the Preschool computer or tablets and the memory card must be retained within the preschool premises. Images are deleted once they have been considered by a child's key person for their Learning Journal.
- Use of the designated Preschool camera/tablets/phone must be logged (as reasonably practical) and monitored by the Preschool manager.
- Photographs should only be taken of children for whom Micheldever & Stratton Preschool has permission from parents/carers to photograph (as per the Child Record Sheet permissions). There should always be a valid reason for taking photographs i.e. to promote children's learning and development.
- No images should be sent or exported to any other computers.
- If parents/carers have given permission for the publication of photographs of their children on the Preschool website, [www.micheldeverpreschool.co.uk](http://www.micheldeverpreschool.co.uk), carefully selected photographs from the Preschool camera/tablets/phone may be uploaded to the site, and remain there no longer than 12 months.
- In the event of a children's event being held at the Preschool during a session, permission must be granted from the Preschool manager and a senior member of the Management Committee for personal cameras to be used.
- Professional photographers may be invited to attend during the year and if parents/carers decide to purchase their product, they will be responsible for following the photographer's terms and conditions of purchase and storage of data.

## Mobile Phones and Cameras on Preschool Trips

- The manager or a Senior Childcare Practitioner may take their personal mobile phone or a mobile phone belonging to the Preschool on school trips for use in an emergency. This mobile should be set to silent or vibrate during the trip as it is for outgoing calls only.

Other staff can only take their mobile phones (set to silent or vibrate) on a trip where parents / carers are supervising their own children. On this trip, staff mobiles can only be checked away from the children at break time. No staff mobiles can be taken on outings organised by the Preschool when parents / carers do not attend. In this situation, only the manager can take a mobile phone to be used in an emergency only.

- Personal electronic devices belonging to staff, including those on mobile phones, must not be used on a Preschool trip. Micheldever & Stratton Preschool provides designated cameras/tablets for staff use.

- Failure to comply with this policy by staff, volunteers or students may lead to disciplinary action.

To safeguard children, Micheldever & Stratton Preschool has the following policy in place regarding the use of social networking within the Preschool setting and/or by parents/carers:

1. Staff, volunteers, parents/carers or students on placement may belong to Twitter, Facebook, You Tube or other social networking sites. However, the Preschool Committee do expect that all those who work, volunteer or are parents/carers do maintain a high level of professionalism and loyalty to the Preschool. The Preschool aims to ensure the following: that our duty to safeguard children is maintained; that the setting is not exposed to legal risk; that the reputation of the setting is not adversely affected; that our parents/carers are able to clearly distinguish where information provided via social networking applications is legitimately representative of the setting.

2. No person associated with Micheldever & Stratton Preschool should ever use a social networking site (whether on or off the premises) to refer in any way whatsoever to the Pre-School, or to the staff, parents, visitors or children that attend Micheldever & Stratton Preschool.

3. Staff, volunteers and students on placement are bound by a legal duty of confidence and other laws to protect the confidential information they have access to during the course of their work.

4. Those working at the Preschool are encouraged not to have parents/carers of the Preschool on their list of contacts/friends. However, if they do have users of the Preschool on their list of contacts, under no circumstances should the Preschool, colleagues, parents or children be discussed in anyway. Information shared through social networking applications, even though they are on private spaces, are still subject to copyright, data protection and freedom of information legislation, the

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safeguarding vulnerable groups act 2006 and other legislation. Failure to comply with this policy by staff, volunteers or students may lead to disciplinary action.

5. A parent seeking contact about an issue concerning their child should approach that member of staff or the manager, face to-face or by telephone during normal Preschool hours.

To ensure the safety and welfare of children in our care, the pre-school operates an e-safety policy to include use of the internet, mobile phones, cameras, tablets or other handheld devices and emerging forms of communication technologies.

#### [Other Related Policies & Procedures](#)

*The following policies provide additional information regarding the safeguarding and welfare of the children in our care:*

- *Acceptable Use Policy*
- *Children's Records Policy*
- *Children's Rights & Entitlement Policy*
- *Committee Policy*
- *Complaints Policy*
- *Confidentiality & Client Access Policy*
- *Employment & Staffing Policy*
- *E-safety Policy*
- *GDPR Policy*
- *Information Sharing Policy*
- *LADO Policy*
- *Lockdown Policy*
- *Looked After Children Policy*
- *Outings & Visits Policy*
- *Parent Involvement Policy*
- *Photography & Video Policy*
- *Provider Records Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Risk Assessment Policy*
- *Safeguarding Policy*
- *Security Policy*

- *Special Education Needs & Inclusion Policy*
- *Uncollected or Lost Children Policy*
- *Usage, Storage & Retention Policy*
- *Whistleblowing Policy*
- *Working in Partnership Policy*

*This policy will be monitored and evaluated at committee meetings. It will be reviewed annually and unless new legislation or an incident occurs which requires an immediate review of this policy*

**November 2022**

**Review Date: November 2024**

**\*This Notice was adopted by the committee on 26/01/21**

**Signed: Claire Bentham**\_\_\_\_\_

\*This document was agreed via email by our Trustees as we were unable to hold our policy meeting due to the Covid-19 virus (Jan 2021)

**Reviewed Date: 05/11/22**

**Signature: *Mrs NL Mann-Roe***

**Amendments: Removed FS policies**

**Reviewed Date: 05/11/23**

**Signature: *Mrs NL Mann-Roe***

**Amendments: changed wording to include all electronic devices**

**Reviewed Date:**

**Signature:**

**Amendments:**

**Reviewed Date:**

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**Amendments:**