



Whitechapel Village Hall, Church Lane, Whitechapel, Lancs, PR3 2EP
Tel 01995 641132 email preschool@whitechapel.lancs.sch.uk
Registered charity number 1080554

Employment

2.7 Mobile Phone, Camera and Social Networking Policy

Policy Statement

- To ensure the safety of the children in our care

Procedures

Mobile Phones

- Mobile phones are not permitted to be carried around the setting when children are present.
- Staff mobile phones must be kept in the office in the filing cabinet drawer at all times.
- All visiting adults will be asked to leave their phones in the office during their time in the setting. This will not apply to chaperoned visitors (such as prospective parents) as long as they are accompanied by a staff member at all times.
- Staff should not use their mobile phones during session time: however, they may make or receive emergency calls with prior permission from the person leading the session. This should only happen within the office away from the children.
- Photos of set up activities, pieces of work may be taken using a mobile phone. However no children or names will be on the photograph. These pictures are for use on Whitechapel Preschool's facebook page only and will be deleted off the phone immediately.
- The use of a mobile phone is permitted for trips for emergency contact instances only.

I-Phone Watches

- Staff are not permitted to wear I-Phone watches within the setting, as they can receive and send text messages, emails etc.
- They must be stored in the filing cabinet with bags and mobile phones.
- Children must not bring in smart watches eg vetch watches, as they can take pictures and videos which could be a safeguarding issue.

Cameras

- Each keyperson has a camera located on their Kindle to use under the following procedure.
- Only the setting camera may be used to take photographs of the children.



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- Photographs must only be used for observational purposes, activities children have been engaged in and to share with parents.
- Photographs will be kept in the child's learning journey, on the screens, within the setting scrap book, on the settings webpage or facebook page.
- Prior permission is required off parents/carers before photographs can be used in any of the above places, this is renewed annually on the data collection form.
- Photographs will be stored on the password secure computer in the lockable office for a period of 1 year. Photographs will then be deleted off the computer and printed off for the scrap book which will be kept as a record for prospective parents/carers and for Ofsted and other professionals for a period of 3 years. The manager and administrator have password access.
- Photographs put on the website will be kept on there for a period of 1 term, approx 13 weeks before being deleted.
- Photographs will be transferred and printed off using the school printer with a memory stick, with no record left on the school facilities or memory stick.
- The kindle will only leave the setting in order to record preschool visits and to download apps to support children's next steps.
- The camera will be stored in the lockable cupboard within the office.

Social Networking Sites

- Staff will not make comments about work on these sites that maybe misinterpreted or undermine the professional status of the setting. Including work related issues or individuals.
- No images of any children related to work (without express permission / consent of parents /carers and your employer) will be put on these sites.
- Staff will not make 'friends' with those associated solely through work i.e. service users.
- Staff will ensure all communications are transparent and open to scrutiny.
- Parents will be asked and reminded that if photographs are being taken during activities eg sports day that these are not posted on social networking sites to protect other children that maybe unintentionally or intentionally in the photograph.
- Preschool has a public Facebook page. This is used to advertise events happening within preschool. It will also show activities the children have been engaged with during the sessions, however images of children will only appear on the page with express permission.

Updated 18.1.17