



E Policy - Incorporating use of mobile phones and cameras policy and ICT policy

Policy Statement

We take steps to ensure that there are effective procedures in place to protect children, young people and vulnerable adults from the unacceptable use of mobile phones, smart watches and cameras in the setting.

Most children experience Information Computer Technology (ICT) within their everyday upbringing; whether they have a computer at home, see them on television, or in shops and offices. Neston Preschool Playgroup aims to provide a child with a basic knowledge of a computer. The tablets within our setting are used to develop creative and imaginative learning, along with enhancing problem solving and coordination skills

PROCEDURES

1. Personal Mobile Phones and Smart Watches

- a) Personal mobile phones belonging to staff members are not to be used on the premises for personal reasons during working hours.
- b) All personal mobile phones belonging to members of staff and any visitors are to be kept in the locked box in the kitchen. Smart watches which allow photographs to be taken on the watch itself must also be removed.
- c) Upon arrival, visitors to the setting will place mobile phones and smart watches with picture taking facilities into a box that will be stored in the kitchen until they leave. Please refer to visitor policy.
- d) Staff will ensure that their children's schools / immediate family have the correct preschool mobile phone number and are informed to use this number as the first point of contact. Preschool; 07815 679 984. Breakfast/After School Club; 07538 355 157.
- e) In the event of an emergency, personal mobile phones may be used but the member of staff must have permission from the Preschool Manager, Breakfast Club Manager or After School Club Manager and leave the premises to use the phone.
- f) Personal mobiles are not to be used on the premises and if a member of staff / visitor needs to answer or make a call they must leave the building.
- g) If members of staff take their own mobile phones on outings, for use in the case of emergency, they must not make or receive personal calls.

All policies & procedures apply equally to the Pre-school, Breakfast Club & After School Club

- h) Members of staff will not use their personal mobile phones for taking photographs of children within the setting or out on outings.
- i) Photographs are not to be taken on mobile phones, the only exception to this are the end of term productions / events when staff will inform parents they can use them but are not to post any pictures of children (other than their own) on social media.
- j) Parents and Visitors are requested not to use their mobile phones whilst on the premises. There is an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically during the day. Visitors will be advised to leave the setting should the need arise for them to use their mobile phones.
- k) If a child attending Breakfast Club or After School Club brings a mobile phone to the setting, the mobile phone will remain in their schoolbag for the entire duration of the session.
- l) The only time that mobile phone use is permitted within the working session is for staff to check the preschool email account and research Makaton signs as there is no internet connection within the hall and staff will use their own mobile data for this purpose.

2. Cameras and Videos

- a) Members of staff must not bring their own cameras or video recorders into the setting.
- b) Photographs and recordings of children are only taken for valid reasons, e.g. to record their learning and development, or for displays within the setting.
- c) Separate permission from each parent is gained for marketing purposes and any other media.
- d) Photographs or recordings of children are only taken on equipment belonging to the setting and once the photo has been displayed in Learning Journals or within the setting, they are deleted from the camera.
- e) Cameras and video use is monitored by the setting's play leaders.
- f) 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.
- g) Parents and Carers are reminded that any photographs taken are for personal use only and are not to be shared on Social Networking sites (e.g. Facebook, Twitter). If parents choose to place their child on these sites then they must check no other child is in the picture.
- h) Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's Registration Form).
- i) The setting has two cameras with removable memory cards.

- j) The setting has a printer / copier which are used for correspondence and for printing photos for Learning Journals. Photographs are used in conjunction with permission received from parents in the Registration / Permissions form.
- k) Permission is sought from parents to use photographs for publicity and on the Website.
- l) No camera mobile phones are to be used on the premises excluding Preschool, Breakfast and After School Club mobiles.

Additional E-Safety;

Neston Memorial Hall;

The hall now has an internet connection, however the children do not have access to any internet enabled devices without supervision. The setting has some Amazon Fire Tablets and these are only used with adult supervision. Therefore, we are confident that our children are safe online.

At Home;

We provide parents with advice and information about online safety for their children suggesting that they check their internet parental control settings and monitor their childrens internet use and sites they are accessing. This is done by posters insetting, information handed to parents and discussion at enrolment. This is an ongoing process.

Staff;

Staff are advised to be conscious of their on line profile and to check periodically that it portrays their professional persona. Staff are aware of the need to be mindful of any online posts through social media sites to maintain a professional profile. Staff should also not add parents/carers to their social media account or reply to any messages they may receive concerning the setting. All setting information/enquiries should be through the Preschool. If they have parents/carers on their account before being employed by the setting, then they are made aware that they do not discuss the children or setting with them.

Facebook;

The Preschool has an open Facebook account, used to promote the setting. Pictures of the children are on this account with permission of parents/carers given at the time of registration. A permissions list is available in setting and is regularly updated with the children. Staff also sign to give permission for their photographs to be used. The manager and chairperson of the committee have administration rights to the page along with Jade Hayward – Treasurer.

Events;

Parents/carers are told at events such as the Christmas Production and Sports Day that they are permitted to take pictures of their own children and that it is up to them if they put them onto social media. However, they are also told that they are only allowed to put their own child on as some parents do not want their children on social media.

Further information can be found within the Code of Conduct Policy and Confidentiality Policy.

This policy was formulated in consultation with staff and the Management Committee of Neston Pre-school Playgroup and was formally adopted at a committee meeting held on 14 / 11 / 2016. This policy was reviewed and updated in January 2024.

Signed on behalf of the Management Committee:

Print Name Lisa Andrews-Heyde

Role of Signatory Chairperson

Date to be reviewed Jan 2025

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