E-Safety, Networking, Mobile Phone and Digital Photography Policy

Policy statement

E-Safety concerns safeguarding children, young people and staff in the digital world. This policy encompasses not only Internet technology, but also electronic communications via mobile phones and wireless technology. This policy will help support and protect children, young people and staff when using technology in our setting.

All staff will be made aware of the potential risks of using social networking sites e.g. Facebook and the importance of considering the materials they post and how publishing unsuitable materials may affect their professional status.

The internet is an unmanaged, open communications channel. All staff need to protect themselves from legal challenge and ensure they work within the boundaries of professional behaviour. We respect employee's right to a private life. However, we must ensure that they do not disclose any of the pre-school's confidential information, insult or slander the Pre-school, its employees or parents; bring the business into disrepute, or disclose personal data or information about any individual that could breach GDPR (General Data Protection Requirements (May 2018). We therefore require that if staff use social networking websites that they:

- Refrain from being 'friends' on Facebook with parents who currently have children at St Michael's Pre-school unless they were friends before the child started at pre-school.
- Ensure that they do not discuss St Michael's Pre-school or conduct themselves in a way that is detrimental to our setting.
- Take care not to allow their interaction on these websites to damage working relationships between employees and parents of the Setting.

Any staff member found to be in breach of these requirements will be subject to disciplinary proceedings in line with the pre-school's Discipline and Grievance procedure.

Personal Mobile Phones

- Personal mobile phones belonging to members of staff are not used on the premises during working hours either indoors or in the outdoor play area.
- Staff mobile phones are kept in a cupboard out of reach of children. If a member of staff needs to use their phone in the case of an emergency, they will do this outside of the hall away from the children by arrangement with the Manager/Session Manager.

- This ban excludes the pre-school mobile phone that is the property of St Michael's pre-school and is required as a point of contact for parents and other persons.
- Members of staff ensure that the mobile telephone number for the setting is known to immediate family and other people who need to contact them in an emergency.
- Members of staff will NOT use their personal mobile phones for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones or cameras 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 throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.
- All parents and visitors will be advised of this policy as they enter the pre-school. A sign is visible in reception indicating no mobile phones.

Smart Watches must be on 'aeroplane' or 'school safety' mode at all times during the pre-school day.

Use of Digital Photography/Filming

- Members of staff must not bring their own cameras or video recorders into the setting.
- 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.
- Staff may use their Kindle Fires during session to take photos/videos for observation purposes only. Where possible pictures of children will be uploaded during the session.
- We occasionally take photographs of children for the settings face book page. Pictures of children's faces will not be put on any form of social media.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by the setting 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.
- 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).
- Parents are asked to sign a consent form to allow photographs of their children to be taken by key workers to enhance learning journeys. If a parent does not sign the consent form their child will not be photographed.

<u>This Policy was reviewed at meeting of</u>: **St Michael's Pre-School**

To be Reviewed: June 2026