

## **Use of electronic equipment, Media, Mobile phone, camera and publicity policy and procedure**



**To use with our child protection policy and procedure, Confidentiality policy and staff codes of conduct.**

**It is the policy of berriew pre-school to place childrens safety and well being as their highest priority, while acknowledging the advantages of information of communications technology in our world.**

### **We will do this by:**

- Having a clear policy on the acceptable use of mobile phones and cameras that I understood and adhered to.
- Maintaining and implementing a rigorous child protection policy, Confidentiality policy and code of conduct for staff.
- Designated responsible individuals, Manager and RI's and Chair as the lead persons for information/communications sharing.
- Ensuring all adults in berriew pre-school are clear about their duty of care when in a child's care environment.
- Setting appropriate controls on computer, Used by any children in our care, Including access to the internet and any software provided by Berriew pre-school, By carers/parents or children.
- Disallowing use of social networking sites within the work place except those strictly within the terms of Berriew pre-school business.
- Parents concent form must be signed to use photos of children on Berriew pre-school face book page.
- Having a clear expectation that staff maintain professional boundaries in terms of their use of social networking sites outside of work.
- Using Berriew pre-school designated camera phone, or Ipad's for recording activities and events relating to our practice for the purpose intended no other and in line with written consent obtained and our confidentiality policy.
- Ensuring mobile phones belonging to staff members ( including students and volunteers) are not brought in the setting environment, They are placed in the office and not used.
- Ensuring that specific and appropriate arrangements are made for any member of staff ( including students and volunteers) who exceptionally may have a reason to maintain access to their personal mobile phone.

## **Use of electronic equipment, Media, Mobile phone, camera and publicity policy and procedure**



- Staff will need to ensure that the leader has up to date contact information and that staff make their families, Childrens schools etc aware of emergency work contact number. This is the responsibility of the individual staff member.
- During group outings, Nominated staff will have access to the settings mobile phone (See outings policy)
- It is the responsibility of all members of staff to be vigilant and report any concerns (or non compliant to this policy) to the leader or management committee.
- Bring into account via the disciplinary process any member of staff (including students & volunteers (who, by failing to comply with policy, is deemed to bring Berriew pre-school in to disrepute. This may include legal proceedings.
- Concerns will be taken seriously, Logged and investigated appropriately. Should inappropriate material be found then our local authority social services department will be contacted immediately. We will follow the guidance of them as to the appropriate measures of a staff members dismissal.
- The leader or deputy leader in their absence reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.

## **Media and Publicity**

**It is our policy to place children's safety and well being as the highest priority in any event that places Berriew pre-school in the public arena.**

### **We will do this by:**

- Photographs taken for the purpose of recording, a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the setting. However, it is essential that the photographs are taken and stored appropriately to safe guard the children in our care, Inline with data protection law.
- Parents must sign permission on the registration form, to give consent for photos of the children to be used for any media other than in the setting.
- Dealing with any public attention focused on Berriew pre-school through one designated person in charge-Manager or RI/Committee officer.
- Informing parents/carers and staff on a need to know basis of the situation as soon as practicable and their role within it.

## Use of electronic equipment, Media, Mobile phone, camera and publicity policy and procedure

- Ensuring staff (including students and volunteers) have clear instructions to forward any queries from the media and/or parent/carers to the designates communications officer.
- Keeping parents/carers and staff updated and informed of any changes and impact they may have on Berriew pre-school and the children in our care.



This **use of electronic equipment policy** was passed for use in Berriew Pre-school.

On:

By:

Position:

Date of planned review: