**Neatishead and Barton Pre-School**

**E-Safety, Social Networking, Mobile phone/Laptop/Tablet 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.

We ensure that children in our setting cannot access the internet via any device they have access to.

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 **must** protect themselves from legal challenge and ensure they work within the boundaries of professional behaviour. We respect our employee’s right to a private life.

However we must ensure that they do not:

* disclose any of the Setting’s confidential information
* insult or slander the Pre-school, its employees or parents
* bring the setting into disrepute, or disclose personal data or information about any individual that could breach the Data Protection Act 1998.

Any staff that do the aforementioned will be questioned by the manager **(Nicola Painter)** and given a verbal warning that they must not behave in such a way again. Records of the conversation will be kept in the staff personnel file which is locked away. The Chair of the committee will be informed.

We therefore require that if staff use social networking websites that they:

* Refrain from identifying themselves as working for Neatishead and Barton Preschool.
* Ensure that they do not discuss Neatishead and Barton Preschool 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.
* We do not allow staff to be friends with any parents on social media e.g. Facebook, unless they are a committee member, or a pre-existing friend.

**Cyber bullying**

We are committed to ensuring that all staff are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the work place. Cyber bullying methods could include using text messages, mobile phone calls, instant messenger services, or by posting comments on web sites, blogs or in chat rooms.

**Mobile Phones/Laptops/Tablets/Smartwatches**

Staff, visitors, volunteers and students are not permitted to use their personal mobile phones/laptops/tablets/smartwatches or to take and record any images of preschool children for their own records during session times. The exception is when a member of staff is taking a picture for the Preschool Facebook page, which will be deleted from their mobile as soon as it has been posted, and witnessed by another staff member. We will ensure that no children’s faces are visible in any pictures posted onto Facebook.

**Staff must leave their phone/tablet/laptop/smartwatch in the office and ask special permission from the manager (Nicola Painter) if they need to use their device whilst children are in the setting.** Neatishead and Barton Pre-School has a landline; this number may be given by staff as a work/emergency contact number for incoming calls.

Parents/carers are not allowed to use their mobile phones/laptops/tablets/smartwatches in the Pre-School building or its grounds. A notice detailing this is clearly displayed on the entrance door.

**Other Procedures**

* Any visitors/parents that stay beyond drop-off and collection are required to surrender their mobiles to staff who will place them in the office in the designated mobile phone box. Any laptops/tablets/smartwatches need to be placed in the office unless they are needed during the course of the visit e.g. student assessors, in which case the laptop/tablet camera lens should be covered to prevent photographs being taken.
* Visitors are made aware of our policy on arrival verbally and visually (via a poster).
* In cases of a personal emergency all personal calls should be directed through the Preschool landline.
* Staff are asked not to make personal calls during their working hours. However, in urgent cases, a call may be made if deemed necessary and by arrangement with the manager.

**Use of Digital Photography**

Children have their photographs taken to provide evidence of their achievements for developmental records (The Early Years Foundation Stage). These are displayed in the children’s records and also on the walls as part of a display. Photos are deleted on the camera once they have been printed. We do not keep photos of children who have left the preschool.

**Procedures**

* Under the Data Protection Act 1998, the pre-school must seek parental consent to take photographs and use video recorders. Photographs will be stored on preschool laptop, which is password protected, until they are printed out by key workers. Once this occurs, all photographs will be deleted from the preschool camera. Any photographs that have been printed will be shredded once they are finished with. Once the child has left, photos of them will be deleted from the computer (as far as possible i.e if there is a second child in the shot who still attends the setting)
* The manager (Nicola Painter) or Deputy (Teresa Chapman) will ensure the safety of the camera.
* The photographs will be uploaded on to the computer and will be dated and saved, the manager and other staff members will print off the photos required at the end of each week.
* Photographs may be taken during indoor and outdoor play and displayed in albums or a child’s record for children and parent/carers to look through.
* Often photographs may contain other children in the background.
* If parents/carers take photographs during events, outings, etc, they must not be put on social media e.g. Facebook if any child, other than their own, can be identified.
* On occasion we might like to use photographs of the children taking part in an activity to advertise/promote our pre-school via our Website/Facebook page etc.; however in this instance specific parental permission for these events would be required (signature on the Admission form).
* Some group photos are kept locked away as evidence of activities, multi-cultural events and community planning.

Inappropriate use of mobile phones, internet or networking sites can have a negative impact upon staff and the reputation of the setting. Where it is believed that a staff member has failed to comply with this policy, they will face Disciplinary Procedures.

**Links to other relevant policies**:

* Safeguarding policy
* Behaviour policy
* Child Protection and Confidentiality policy

Signed on behalf of the Committee

Name of Signatory

Role of Signatory

Date

Date to be reviewed