

## **Safeguarding and Welfare Requirement: Child Protection**

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

# **Use of mobile phones, cameras and Social networking**

## **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, cameras in the setting and Social networking.

## **Procedures**

### *Personal Mobile Phones*

- Personal mobile phones belonging to members of staff are not used on the premises during working hours.
- At the beginning of each individual's shift, personal mobile phones are kept in the kitchen on the microwave cooker in full view of all staff. Students are asked to keep their personal mobile switched off and in the kitchen cupboard.
- In the event of an emergency, personal mobile phones may be used in the privacy of the kitchen, with permission from the manager.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.
- 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 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.

### *Cameras / videos*

- 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.
- 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).

### *Social Networking*

- Social networking applies to all staff members employed by The Mulberry Bush - Both Paid and Voluntary.
- Social media, professional networking sites, rapid-fire communications, blog sites, and personal Web sites are all useful technologies and we realise this fact. Every employee has an opportunity to express and communicate on-line in many ways, and we do not wish to discourage an on-line presence. Above all else, everyone needs to use good judgement on what material makes its way on-line.
- This policy will set forth guidelines that employees should follow for all on-line communications in reference to the preschool.

- This policy includes (but is not limited to) the following specific technologies:

Personal blogs

Twitter

Facebook

MySpace

Personal Web sites

Digg

Bebo

### *Responsibility*

- Any material presented on line in reference to the preschool by any employee is the responsibility of the 'poster'. At no times should any posts be made in reference to Children, Parents or other professionals that employees may come in to contact with through work. At no time must any photographs or materials be published that identify the setting or Children and pictures of staff may only be used with the express permission of the staff members concerned. Any member of staff found to be posting remarks or comments that breach confidentiality and or are deemed to be of a detrimental nature to the company or other employees or posting/publishing photographs of the setting, children or staff unless staff permission has been gained will face disciplinary action in line with the company disciplinary procedures.
- The Preschool employees are encouraged to use the following guidelines in social networking practices:

- Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it over a social network site.
- Even though you may think you are anonymous or use an alias you may be recognised.
- Maintain professionalism, honesty, and respect.
- Apply a "good judgement" test for every activity related to the setting - Could you be guilty of leaking information, discussing confidential information? Is it negative commentary regarding the setting or its employees? Activity showing good judgement would include statements of fact about the setting, and its products and services, facts about already-public information, or information on the Web site.
- Further, if any employee becomes aware of social networking activity that would be deemed distasteful or fail the good judgement test, please contact your Manager
- Any on-line communication regarding proprietary information such as lay-offs, strategic decisions, or reduction of working hours deemed inappropriate for uncoordinated public exchange is forbidden.

This policy was adopted at a meeting of	The Mulberry Bush Pre School and Lunch Club	<i>(name of provider)</i>
Held on	8/4/13	<i>(date)</i>
Date to be reviewed	8/4/14	<i>(date)</i>
Signed on behalf of the provider	_____	

Name of signatory

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Role of signatory (e.g. chair, director or  
owner)

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