



Mobile Phones, Cameras, Internet & Social Media Policy

These policies have been drawn up to ensure the safeguarding of Playschool children and to protect any adults involved with Playschool from putting themselves into compromising positions, which could be misinterpreted and lead to potential allegations.

Phones

Now Playschool has a landline phone, all work calls will be made on that phone whilst staff are on-site. Staff will inform their children's schools and family members of the Playschool landline number in case they need to be contacted in an emergency. Staff, parent helpers and other visitors' personal mobile phones will be placed in a basket on the desk during the session and only accessed with permission from the Supervisor. If a parent wishes to take photos of their own child, they must request permission from the Playschool Supervisor and ensure that they photograph their child only and no other children or adults are in the background.

No staff member will use their phone to take photos of the children and their personal mobiles must not contain any inappropriate or illegal content.

A mobile will only be used for outings, during which any messages can be left on the answer phone.

No phone numbers will be stored on the landline or mobile phones.

During sessions staff will NOT wear any smart or wearable technology that is capable of taking photos, recording sound or video or sending electronic messages.

Cameras

Playschool staff will use the Playschool camera and no other to take photos of the children for their Learning Journeys, displays, plus occasional media use (as long as the parent has completed the permission form). Photos will be uploaded onto the Playschool computer for printing then deleted from the camera. All photos will be deleted from the computer after one year.

Internet

Following the installation of the internet on the Playschool computer, the following safeguards have been put in place:

- Open DNS Family Shield applied to block adult content



- Internet Browser customised to 'kiosk' mode (i.e. internet explorer title bar, menus, toolbars are not displayed) to mitigate against children accessing other websites
- Internet Browser defaults to child friendly search engine
- Child computer usage is monitored by the playschool staff at all times

Social Media

Whilst it is understandable in a close community like Bookham that staff may already be friends with some parents, they are advised that where the relationship is purely a professional one, they should not accept parents as 'friends' on social networking sites. Once the family has left Playschool it is acceptable, but staff should 'unfriend' if the family re-joins for the duration of their time at Playschool.

Staff must be aware of their responsibilities to Playschool when using social networking sites such as Facebook. Our Confidentiality Policy must be adhered to at all times including outside working hours.

Staff must not post anything onto social networking sites that could have any impact on Playschool's reputation. Disciplinary action could result if Playschool is brought into disrepute.

Staff must not post photos relating to the children, staff or parents on any internet site or post anything that would offend any other member of staff or parent at Playschool without permission.

Staff will be given a copy of the factsheet on 'Safeguarding Yourself'.



Reviews

This policy is held on the Playschool's Website (www.polesdenlaceyplayschool.co.uk) and in the policy folder in the cloak room. This policy will be reviewed periodically, as and when required.

This policy was adopted at a meeting of the Playschool Committee held on 26th October 2012 and signed by Nichola Hooper on behalf of the Playschool.

This policy was reviewed and changes agreed at a committee meeting held on:

Date	Signed on behalf of the Playschool
9 th June 2014	Alison Harding, Chair of the Committee
4 th November 2015	Natasha Matthews, Chair of the Committee
18 th April 2016	Natasha Matthews, Chair of the Committee
26 th February 2018	Natasha Matthews, Chair of the Committee
13 th May 2019	Natasha Matthews, Chair of the Committee
3 rd December 2020	Ellie Pragnell, Chair of the Committee