

Mobile Phone, Camera & Social Networking Policy

Our intention is to provide an environment in which children, parents and staff can be assured images recorded are covered by a policy ensuring safeguarding is maintained. The Centre has a reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents using the Centre view the staff; this policy details the expectations of staff accessing social media.

Mobile Phones

Facebook and other Social Media

- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the Centre's reputation
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the Centre
- Staff are advised not to be friends with or to allow parents to view their page on social networking sites; this enables the relationship to remain professional at all times
- Please consider comments made as some friends are also parent of children in the Centre
- If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal.
- It is responsibility of all members of staff to be vigilant and report any concerns, concerns will be taken seriously, logged and investigated appropriately in line with our safe guarding policy.

Visitors and Work Staff

Mobile phones are to be left with the Centre Receptionist or in bags to be kept in a secure room. If it is necessary for visitors/workmen to have their mobile phones to implement their role effectively, then they are to be supervised at all times.

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Cameras and Professional Photography

Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and are an effective form of recording their progression in the Early Years Foundation Stage. They may also be used on our website and/or by the local press with permission from the parents. We use 'Flicker' to share images of children with parents, with parents having a code to access. Annually an external professional photographer is invited into the Centre to take images for parents to purchase of their child. This is at parents request and consent is sight prior to images been taken.

Productions/Outings

Photographs maybe taken during productions/outings if permission has been granted by the Principal as occasionally there are restrictions for safety reasons. If permission is granted then photographs are only for parental/carers personal use and must not be placed on any social network sites.

Failure to adhere to the contents of this policy will lead to disciplinary/safeguarding procedures being followed.

This Policy was adopted on	13 th July 2017
Signed on behalf of the Centre	Fiona Hakin
Date for review	13 th July 2018