

Mobile Phones; Cameras; Video Cameras and Internet Safety Policy

Policy statement

Shaw Ridge Playgroup takes steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of technology in the setting. Please also see our “Staff Code of Conduct and Whistleblowing Policy” and our “Tapestry Learning Journey Policy”

Procedures

MOBILE PHONES

The playgroup provides its employees with access to the playgroup telephone for work related purposes. The playgroup mobile phone number can be given to family/friends for emergency contact situations.

- The work mobile phone will be open to scrutiny at all times. It does not have a camera.
- All staff mobile phones will be placed in the staff cupboard and access will be allowed at break times away from the children.
- However, if you need to make an urgent personal call you are able to use either the playgroup phone, or your personal mobile, provided that this does not interfere with your work, nor take up an unreasonable amount of time. You will need the permission of the supervisor.
- Visitors, parents, volunteers, contractors etc are made aware that phones are not to be used anywhere in the playgroup and are asked to place them in a box and speak to a member of staff prior to removing them.

CAMERAS AND VIDEOS

- Members of staff and visitors must not bring their own cameras, video recorders or any technologies that can take photographs, into the setting. If visitors do have a camera they will be asked to place it in the mobile phone box. Staff will be asked to put them in their bags in the designated cupboard.
- Photographs and recordings of children are only taken by staff for valid reasons, i.e. to record their learning and development, or for displays within the setting.
- Photographs will not be taken in sensitive areas as toilets or nappy changing areas.
- 1 digital camera is owned by the playgroup. We have a digital photo frame to allow children to recall previous group activities and experiences. This has its own memory card which is kept in the frame when photo's are not being taken. No photographs are stored on our laptop.
- 3 Kindle Fire Tablets are owned by the playgroup for making observations on the Tapestry Learning Journal. Please refer to our “Tapestry Learning Journey Policy” for full information.
- 2 hand held video recorders are owned by the playgroup and may be used by staff or children during the session or on nature walks, but will be deleted once viewed.
- The camera, digital photo frame and video cameras are stored in our locked cupboards at the end of the session. They do not leave the setting.
- Camera and video use is open to scrutiny and monitored by the setting manager.
- Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's playgroup contract).
- Parents, and any other visitors, are not permitted to take photographs and recordings within the setting – this is for safeguarding purposes, protecting the best interests of all children. The only exception is photographs taken by the local press to follow up stories of general or specific interest – in these circumstances we will only allow photographs to be taken of children where we have specific consent.
- At special events, such as Christmas and leaving parties etc parents will be asked for written permission for other people in the room to take group photographs/videos.

- Additional permission is sought if photographs are needed for training purposes for example if a staff member was doing a foundation degree.
- The playgroup mobile phone does not have a camera on it.

INTERNET SAFETY

Social Networking

The playgroup respects employee's right to a private life. However, the playgroup must also ensure that confidentiality and its reputation are protected. It therefore requires that if staff use social networking websites or personal blogs that they:

- Refrain from identifying themselves as working for the playgroup by name.
- Ensure that they do not conduct themselves in a way that is detrimental to the playgroup.
- Take care not to allow their interaction on these websites to damage working relationships between employees and service users of the playgroup.
- The playgroup requires that current parents of children in the setting are not nominated as friends on such sites during their child's time there.
- Staff do not disclose any confidential information relating to any aspect of the playgroup.

Cyber Bullying

The playgroup is committed to ensuring that all of its employees are treated with dignity and respect at work.

- Bullying and harassment of any kind will not be tolerated in the work place.
- Cyber bullying can include using text messages, mobile phone calls, instant messenger services, circulating photos or video clips or posting comments on any internet site.
- Personal blogs that refer to colleagues without their consent is also unacceptable.
- Employees who cyber-bully a colleague could also face criminal prosecution under various laws, including the Malicious Communications Act 1988.

Use of Laptops/Internet

- The playgroup laptop is encrypted and double password protected. Only the Supervisor and Deputy know the password.
- Staff using the playgroup laptop and/or internet will not use it to visit inappropriate websites or material not related to their work.
- It is regularly monitored by the Supervisor and Deputy.
- Staff are not allowed to access and/or possess links to websites of indecent images of children on their home technology devices.
- During playgroup activities where the children are using on-line internet, a member of staff will always be present to ensure children do not access inappropriate material. Any websites used will be vetted by staff prior to commencing the activity.

This policy was adopted at a meeting of	Shaw Ridge Playgroup	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management committee	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	Chairperson	