**26. MOBILE PHONE, CAMERA and SOCIAL Networking POLICY**

**Mobile Phones**

To ensure the safety and welfare of children in our care we operate a personal mobile phone usage policy which stipulates that personal mobile phone cannot be used when in the presence of children, on the premises or when on outings, by staff, parents, and visitors.

All staff mobile phones are to be kept in the office throughout contact time with the children.

Mobile phone calls may only be taken during staff breaks or in the staff members own time and only in the office area.

If staff have a personal emergency, they are free to use the settings phone or make a personal call from their mobile in the designated staff area of the setting.

Staff will need to ensure that managers have up to date contact information and that staff make their families aware of emergency work telephone numbers.

This is the responsibility of the individual staff member.

During group outings nominated staff will have access to the Pre-school mobile phone, which has no access to the internet and does not contain a camera. This is to be used for emergency purposes only. This is to be kept and stored in the designated place in the storage cupboard.

**Visitors and workers** will be informed on the acceptable use of mobile phones. If it is necessary for visitors/workers to have their mobiles to implement their role effectively then they are supervised always.

**Cameras-** Parents’ permission must be taken for anyone to take photos of the children.

If permission is granted, then photographs are only for parental/carers personal use and must not be placed on any social network sites.

Specific cameras are available for the children to use, this is to be stored in the office. Children are aware of where this is and can ask for it at anytime.

We also have a camera which is for staff to capture evidence of the children’s achievements, this is also to be kept in the office and used when necessary. All staff can take photos of the children but only with the manager’s permission. Once developed the photos are to be kept in the Pre-school, either for display purposes or put in the children development profiles.

When children leave Little Diamonds preschool, all photos of themselves will be given to parents. If this is not the case they are to be shredded and discarded.

**Social networking -**. Little Diamonds Preschool recognise and acknowledge that social networking can play a valuable part in education, but equally misuse of these applications can cause great damage to the moral and well-being of children, parents, and staff.

We endorse the rights of freedom of expression; however, the use of social networks must pay due consideration to the rights of others. To ensure that we are meeting the Preschool confidentiality policy and to ensure good practice we have introduced this policy for social networks such as face book It is recommended any use of social media be in accordance with the following Code of Conduct:

**Code of Conduct:** Social Networking applications must not be used to publish any comment which may result in actions for defamation, discriminations, breaches of copyright, data protection or other claims for damage. This includes material of an illegal, sexual, or offensive nature that may bring Little Diamonds Preschool into disrepute.

Social networking applications include, but are not limited to:

* Blogs
* Online discussion forums
* Collaborative Spaces (i.e., Facebook)
* Media sharing sites (i.e., YouTube)
* Micro blogging applications (i.e., Twitter)

Social networking applications must not be used for the promotion of personal financial interest, commercial ventures, or personal campaigns.

Social Networking applications must not be used in an abusive or hateful manner. They must not be used for actions that would put Little Diamonds Preschool representatives in breach of policies. Under no circumstance must they breach Little Diamonds Preschool misconduct, equal opportunities or bullying and harassment policies.

Social networking applications must not make reference to any child, parent, and member of staff or Little Diamonds Preschool activity / event unless prior permission has been obtained and agreed with management.

**Procedures**

***Social Media within Little Diamonds Preschool***

* Children have very limited access to any Social Networking applications due to internet restrictions whilst at Little Diamonds Preschool, use of the computer and tablets will be closely monitored and supervised at all times. We will endeavour to promote e-safety awareness to all children whilst at Little Diamonds Preschool through different methods i.e., Books.

***Staff & social media-***

* Staff should be aware that if out-of-work activity reported on social networking applications causes potential embarrassment to Little Diamonds Preschool or detrimentally affects the setting, then the setting is entitled to take disciplinary action.
* Staff must not make any reference to work for example if someone has upset you or you have had a bad day at work as everyone does from time to time. This is not professional or parent friendly. This will include talking to colleagues on your wall about other colleagues, children, parents, or any other matter related to Little Diamonds Preschool
* Staff must refrain from befriending parent/carers on any social networking applications; relationships should remain strictly professional at all times. If parents, ask to add you please explain that we cannot add.
* Pre-school computers/tablets are for Pre-school work only not for personal network sites or personal use.
* Management reserves the right to check staff’s social networking applications if there is valid reason to believe that there is a breach of policies and procedures.

***Parents/Carer & social media***

* Parents must refrain from befriending staff members on any social networking applications; relationships should remain strictly professional at all times.
* If parents are unhappy with anything in relation to the services we provide, we request they speak to a member of management to resolve this rather than expressing their views via social networking applications.

***Children & social media***

* We are aware that social media is becoming a more common element of children’s daily lives, but we would like to request that parent / carers monitor their children’s social networking platforms closely to help protect them,
* We kindly ask parents that they talk to their child about not requesting to follow / add any staff members, if they do, we will speak to parents directly regarding this.

For more information on how to protect the child online or if any further assistance or support is required, we will be happy to assist in any way possible.

**If this policy has not been adhered to, disciplinary procedures will be followed, (refer to disciplinary policy).**

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