



The Goslings Preschool

Registered Charity No. 1094277

Staff Use of Mobile Phones, Cameras and Social Media Policy

Use of Cameras

- Only the preschool camera may be used to take any photographs within the setting (or on outings).
- Photographs of the children are taken for the purpose of recording children participating in activities, achievements, observations, birthdays or when we go on outings, to use in their learning journey/profile that staff compile over the duration of time that they are at The Goslings Preschool.
- On occasion, some photographs that are taken may be used for the preschool website, parents Facebook page or newsletter, but no faces will be shown and no names of children will be placed with the photographs.
- A consent form is signed by parents when registering their child at the preschool, giving permission for the preschool to take photographs of their child for the purposes outlined above.
- Any photographs taken must be deemed suitable without putting any child in a compromising position which could cause stress or embarrassment to the child.
- Cameras must not be taken into the toilet area; the camera must be in a prominent position in the preschool where it can be seen.
- Unless all parents have signed for their child to be photographed, no photographs will be allowed to be taken at events such as the Christmas nativity, sports day etc. At such events, parents are reminded not to publish photographs of other children on social media and to blank out any children that are not theirs if they do post a photograph.
- Photographs are stored electronically using password-protected encrypted storage, and learning journeys/profiles containing photographs are stored in a locked cabinet.

Mobile Phones

- Staff and visitors can bring their mobile phones into the preschool but they must be turned off or switched to silent, and placed in the preschool office; they must not use any recording or photo capabilities on their mobile phones. Staff are not permitted to use their mobile phone for any personal calls, internet sites or texts during working hours, only on lunch breaks, unless it is an urgent/emergency situation. Staff can be contacted on the preschool mobile number for urgent personal matters if necessary.
- The Preschool Manager or Chairperson reserves the right to check the contents on a mobile phone if there is any cause for concern over its use. Staff should not use their personal phones, personal email, or personal social networking accounts to contact parents on a professional or personal level. Staff should not discuss any aspect

of the preschool, children or other staff members outside the preschool, including with other staff members on social media, messenger, email or via text.

Social Networking

- Staff do not have the right to absolute privacy when they post on a social networking site. It does not matter where they connect from, if it is on the social networking site and is read this can be used as grounds to discipline an employee. Personal statuses must not include words or images that can be found inappropriate, offensive or a breach of safeguarding.
- Social media friends lists must be made available and not on private settings.
- Staff using social networking sites are to refrain from commenting on any aspect of the preschool. This includes private messages.
- This policy extends to instances of harassment, discrimination and any other behaviour which is barred by law or preschool policy.
- The preschool and the running of, children, or staff members are not to be discussed with previous staff members who have left their employment.
- Staff should be friends on a social networking site with the Preschool Manager and the Chairperson to protect the preschool and themselves from misuse and dispute.
- Staff are discouraged from being friends with children's parents/families on social networking sites.
- Staff are not to post personal pictures that can lead to embarrassment or inappropriate images, as this will lead to disciplinary action.
- Staff are not to discuss any aspects of the preschool, including daily running, management, other staff and children etc with each other, or on any social media or private message and private meet ups, including with ex staff members.
- The preschool has no desire to keep staff from enjoying social networking sites. This policy is in place to protect the preschool and its staff, not to prevent people from using the websites in usual harmless ways.

This Policy has been reviewed and agreed by The Goslings Management Team and Parental Committee.