

Safeguarding

Magdalene Preschool

Mobile phone and social networking Policy



Statement of intent

Magdalene Pre-school believes our staff should be completely attentive during their working hours, to ensure all the children at Magdalene Pre-school receive good quality care.

Aim

- All mobile phones must be kept on silent or switched off during working hours and kept all together in a box in a locked cupboard in full view of everyone in the hall.
- Mobile phones can only be used away from the children
- NO mobile phones are allowed to be used by parents or visitors in the Magdalene Pre-school building or garden when the Pre-school is in session
- The settings mobile phone is used to contact parents.
- The mobile phone internet is only used for pre-school related searches and the browser is checked by the manager/deputy on a weekly basis.
- The settings mobile phone will only be used to take photos of children at activities to be uploaded to pre-school Facebook page with parent's consent, which is obtained when starting at the setting.

Staff – Smart watches. Smart watches may be worn as long as they can't take photos. Staff cannot respond using their smart watch while preschool is in session.

In order to maintain the reputation of Magdalene Pre-school and ensure parents/carers continue to view staff as caring professionals, staff must not post anything on social networking sites such as 'Facebook' or 'twitter' 'instagram' etc that...

- May impact on Magdalene Pre-schools reputation, such as comments about the preschool day, work life or children
- Would offend any other member of staff or parent/carer using Magdalene Pre-school

Staff must not become 'friends' or follow parents or allow themselves to be followed by parents on social media whilst families attend preschool. Unless the parents/staff were already friends before their child started at preschool.

If any of the above points are not followed then the member of staff will face disciplinary action which could result in dismissal. Furthermore, any member of staff aware of a colleague not following the above guidance has a responsibility to report such behaviour, failure to do so will also result in disciplinary action which could result in dismissal.

Any staff who use the social networking sites must not display the name of their place of work or refer to it

Photographs will only be taken with the Pre-school camera or camcorder and parent/carers will be asked to sign permission for the use of and storage of these photographs on admission to Magdalene Pre-school.

We must take all necessary steps to keep children safe, at no time must any information regarding any children, families or staff involved with Magdalene Pre-school be used on **any** social networking site, for example, 'Facebook' or 'twitter' 'instagram' etc by any families or staff.

Settings Facebook page

The setting's Facebook page is used to share information from other professionals and children's centres. Any photo's uploaded to our Facebook page will never show a child's face or any personal information about a child their families or a member of staff.

Friends requests are monitored on a termly basis – The setting only accepts friends requests from past or current families and Early years professionals.

Signed.....

On behalf of the management committee

Date.....