Wolfson College Day Nursery

Mobile Phone, Camera and Social Media Policy

Mobile phones

The welfare, protection and safety of every child in our care is of paramount importance and we take our responsibility to safeguarding children seriously. We have procedures in place which we ask everyone to respect, to help promote the safety of the children in our care. It is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery Manager, Deputy or senior member of staff.

Staff

- Mobile phones must not be used during working hours.
- Staff and students mobile phones/tablets are to be kept with personal belongings in the staff room away from the room where children are cared for, on silent or switched off during working hours and locked away in your lockers.
- No mobile phones should be checked for personal messages during working hours and must remain locked away in your lockers.
- New staff, supply staff and students are made aware of the procedures for mobile phone use during their induction.
- Personal calls and text messages are only to be made during lunch breaks, or before or after work and phones used only in child free areas of the nursery.
- Mobiles only to be put on charge when you are on break and then unplugged and put away on silent.
- Staff should not be checking mobile phones when going into the staff room to go to toilet.
- If there is a need to use your mobile or the Nursery phone during working hour’s permission should be sought from the Head of room, Deputy or Manager and Mobiles are to be kept in the kitchen area. If staff need to take an emergency call or are waiting for important calls, they must ensure that other staff in the room are aware that they may need to leave the room and must make staff aware that they are leaving the room to answer the urgent call.
- Staff are to inform their next of kin that they can contact the Nursery but only in case of emergency.
- During working hours personal phone calls should not be made or taken unless they are of an important nature.
- Staff mobile phones are not to be used for taking photos of any of the children or any area of the nursery, or any member of staff at work within the Nursery and they must ensure that there is no inappropriate or illegal content on the device.
- All staff have a duty of care and must notify their supervisor, the Deputy or Manager if they have any concerns regarding inappropriate or misuse of mobile phones by staff. Any breach of protocol could result in invoking disciplinary procedures.
The Manager or Deputy Manager in her absence reserves the right to check the image content of staffs mobile phone should there be any cause for concern over the appropriate use of it.

The use of mobile phones must not detract from the quality of supervision and care of children.

Any mobile phones taken on outings will be carried by designated staff with the Managers knowledge, the Manager or Deputy must be notified of the name of the staff member and contact number and are to only be used to make or receive phone calls to help ensure children are kept safe.

**Parents/carers/family/visitors**

Please be aware that any electronic devise that has the facility to take or record images of the children whilst the children are in the care of the Nursery is not allowed, this includes when the children are out on walks, in the tennis courts or around the College grounds.

If you wish to take images of the children at times of celebration, please be aware that permission has to be sought from all of the parents of children in the Nursery.

No images or video images are to be taken by the parents, carers or family etc. unless permission has been sought and all parents have had the opportunity to withdraw permission prior to any images being taken.

Visitors will be asked to sign a ‘Visitors’ Notice’ when entering the nursery while will provide them with the following options regarding their mobile phones and any devise which has the facility to take photos and record images;

- Leave the device in your car.
- Lock it in the nursery safe
- Power the devise off under the supervision of a staff member and place it in a sealed handbag.
- Leave it in the nursery office or staff room until they are leaving the premises (not recommended as we will not take responsibility for loss or damage of personal property).

Parents/Guardians will be asked to complete the same notice upon commencement of a place at the nursery.

**Cameras**

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording progression in the Early Years Foundation stage.

It is important that the photographs taken are stored appropriately on the Nursery admin computer to safeguard the children in our care.

Images taken on the camera must be deemed suitable without putting the child/ren in any compromising positions that could cause embarrassment or distress.

Cameras are not to be removed from the nursery premises unless part of an outing or learning experience.

Once processed, images will be deleted from the cameras.

Unused photos will be disposed of by being shredded.

When a child leaves the Nursery we will endeavor to pass on all photographs to parents on a disk then deleted from the computer.
Under no circumstances must cameras of any kind be taken into the bathrooms without prior permission from the Manager, if photos need to be taken in the bathroom of children washing hands, staff must be supervised by management.

**Website**

Consent given for photographs or video does not extend to website use. We understand that parents may be concerned that images of children could be manipulated or exploited without their knowledge.

The Nursery will:-

- Seek specific permission for publishing an image(s) for website use
- Take steps to make images difficult to copy, such as; copy-protection or overlaying with a watermark
- Use appropriate images that will not identify particular children, such as
  - group images or profiles
- Use alternative shots of the environment, landscape or children’s work

**Facebook Social Media Networking Policy**

There are too many sites to mention them all by name. This policy covers them all.

It is important when using social networking sites such as Facebook or Twitter that staff maintain confidentiality and ensure proper practice at all times. This is to protect the children, parents & families of the setting along with the staff. It is also to guard Wolfson College & the Nursery’s reputation as well as the staff’s own personal reputation.

Staff must act in the best interests of the children & the setting. Staff guidelines when using social media sites include but are not limited to

- Staff at the setting must not post or share photographs of the children or parents under any circumstance on a personal social media account.
- Staff must not write about their work on social media websites. Under no circumstances should children, staff parents or carers be discussed and staff members must not disclose any information that is confidential to the setting or disclose any personal data or information about staff or children and their families which could be in breach of the Data Protection Act.
- Staff must not publish photos of other staff while in the nursery on their online profiles
- Permission should be sought by any colleagues before sharing photographs which may contain them.
- Staff must not write anything about other staff members on their online profiles
- Staff must not use mobile phones to take photos in the nursery. Staff who access social networking sites can only do so during their breaks away from the children.
- Staff must not mention the College.
• In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents of the nursery unless they know them in a personal capacity.
• Be cautious & mindful when accepting friend requests from colleagues.
• Staff members are advised to set their online profiles to private so that only friends are able to see their information.
• Staff are responsible for adhering to the terms of service of each site they use.
• Personal profiles should not contain any images or videos which may be perceived as inappropriate behavior for a childcare professional.
• Wolfson College logo must not be used in social media apart from the official College Facebook page.
• Staff must not put the settings contact details on social media. Parents should be signposted to the nursery web page.
• Staff will not have the nursery name anywhere in their personal profile.
• Staff at the setting must not make what could reasonably be perceived as abuse/defamatory/undermining/derogatory/critical remarks about the setting or post anything that misrepresents or could bring the setting into disrepute.
• Staff at the setting must not disclose any information regarding their employment.
• Staff must not use internet/ online networks to seek information on any child or family linked to the setting.
• Staff must not use social media sites to seek to influence others regarding their own political or religious views or to recruit them to an organisation of this kind.
• We expect all former staff of the setting to continue to be mindful in ensuring safeguarding procedures remain in place.
• Any breaches of the Facebook & social networking policy could result in disciplinary action.
• Staff must use social media in a professional, safe, responsible & respectful way. You must comply with the law.

Staff must be mindful that everything you post online is public, even with the strictest privacy settings. You must assume that everything is permanent & may be shared.

Parents and third parties involved in the setting are encouraged to:
• Raise any concern where it is believed a member of staff within the setting is not acting in accordance with this policy with the manager of the setting or the designated safeguarding officer.

Where any allegations are made that an individual has:
• Behaved in a way that has harmed a child, or may have harmed a child
• Possibly committed a criminal offence against or related to a child or
• Behaved towards a child or children in a way that indicated he or she would pose a risk of harm to children

The Local Authority Designated Officer (LADO) must be contacted.
The purpose of this policy is to:

- Ensure safeguarding procedures are adhered to.
- Ensure that staff are aware of their responsibilities in connection with the use of social networking sites and of the risks associated with the inappropriate use of social networking sites and any impacts in relation to their employment
- Safeguard staff at the setting in connection with the use of social networking children sites and minimise the risk that they make themselves vulnerable to allegations
- Ensure the setting maintains its duty to safeguard children, the reputation of the setting and those who work for it.

This policy is to cover all individuals within the setting in a paid or voluntary capacity including parent helpers, committee members, those on work experience/college placements and agency staff. Third parties working in partnership with the setting are also expected to adhere to this guidance.

This policy applies to social networking sites, personal web pages, and internet presence which make available personal information (including images) and opinions to the general public including but not limited to Facebook, Pinterest, Snapchat, WhatsApp, Instagram, MSN, Twitter, YouTube, Blogs, Wikis, Forums, Bulletin boards, Chatrooms, Multi-player online gaming, Viral worlds and instant messenger.

This policy will be part of the induction process for all new staff at the setting and will be regularly shared with all existing members of staff.

The setting does not discourage colleagues at the setting from using social networking sites; however, all staff should be aware that management will take seriously any occasions where the services are used inappropriately.

Staff at the setting shall:

- Comply will all setting policies and procedures
- Behave safely, responsibly and professionally at all times in connection with social networking sites.
- Co-operate with management in ensuring the implementation of this policy. Staff at the setting must not access social networking sites for personal use via the settings equipment.
- Work and be seen to work in an open and transparent way and avoid any conduct which could lead any reasonable person to question their motivation and intentions
- Report any concerns that any colleague(s) is/are not acting in accordance with this policy to their line manager or the designated safeguarding officer for the setting.
- Act in accordance with the settings Safeguarding, Whistleblowing and Mobile phone and camera policy
- Understand their responsibility to safeguard and promote the welfare of children
- Take responsibility for their own actions and behaviour
Staff at the setting must not use internet or web-based communication channels to send any personal messages to families attending the setting. Personal communication could be considered inappropriate and unprofessional and makes staff at the setting vulnerable to allegations.

Staff at the setting must not place/post any material (or links to material) of a compromising nature (that is, any material a person might find obscene or offensive, such as sexually explicit or unlawfully discriminating, including inappropriate photographs or indecent remarks or material relating to illegal activity) on any social network space. Staff at the setting are strongly advised not to be friends online with family members of children who attend the setting. Where a member of staff is considering not following this advice, they are required to discuss this matter and the implications with the designated safeguarding officer/leader of the setting.

We have safeguarding arrangements in place with regard to images taken of children, which is linked to our safeguarding, camera and mobile phone policy.

If a member of staff has difficulty complying with this policy (for example if they are related to a child or family that access the setting) they should declare this relationship to the designated safeguarding officer for the setting or the manager. In the event that this policy is not followed or if any instances of inappropriate use of social networking are brought to the attention of the setting, these may be investigated under the settings disciplinary procedure and depending on the seriousness of the matter, disciplinary action may be taken which may result in dismissal. A serious breach of policy may be regarded as gross misconduct, leading to dismissal.

Instances of on-line bullying and harassment will be regarded as a serious matter and will be dealt with under the settings Disciplinary Policy. Any member of staff who is being bullied or harassed online or is subject of inappropriate messages or false allegations should report this to their line manager or the safeguarding designated officer for the setting.

This forms part of our Safeguarding policy 2018

<table>
<thead>
<tr>
<th>This policy was adopted on</th>
<th>Signed on behalf of the nursery</th>
<th>Date for review</th>
</tr>
</thead>
<tbody>
<tr>
<td>25/7/18</td>
<td>Barry Coote</td>
<td>July 2019</td>
</tr>
</tbody>
</table>