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| Name of Policy: | **Social Networking, Tablets, Cameras and Mobile Phone Policy** |
| Name of Setting: | **Busy Bees Pre-School** |
| Overall Aim of Statement: | The welfare, protection and safety of every child in our care are of paramount importance, and we take our responsibilities to safeguard children seriously. We have procedures in place which we ask everyone to respect to help promote the safety of the children in our care. |
| Specific Objectives/ Statements and Procedures for how you will achieve each one: | **On social networking websites:**   * No confidential information relating to the setting, the staff or the families that use the setting should be disclosed. * Staff should be careful not to identify their employer and be aware that they have a duty under English law to act in good faith and in the best interests of their employer. * Staff should be aware that if they are criticising their employer through their blog or social networking site they could impact on the grievance and disciplinary that are in place at the setting. * No one should make statements about others that are abusive, defamatory, sexist, and racist or could be interpreted as harassment or bullying. * We value and respect the children and families that we work with and pay high regard to confidentiality and privacy. Therefore it is our policy that staff do not send or accept “friend” invitations from parents or families of children that we care for on any social networking website whilst the child attends Busy Bees. * Some staff and parents may know each other very well. A staff member is responsible for ensuring confidentiality in such situations. Matters of a private and confidential manner relating to the setting should notbe discussed outside Busy Bees or discussed on social networking sites like Facebook or Twitter. * Facebook will only be used under the Busy Bees page to advertise the pre-school and holiday clubs and update parents on events. * At no time will any children, photos or names, be posted on the social site, unless consent from parents has been given.   **Mobile Phones, Tablets and Cameras**   * During the session all staff, volunteers, parent helper’s mobile phones are stored with their handbags in the office. * All staff, volunteers, parents mobiles are stored in the lockable cupboard in a secure box. * Parents are asked not to use their mobile phones where children are present. During the session they are asked to store in the staff lockable cupboard. * Photographs are taken on Busy Bees’ camera and are printed on Busy Bees’ computer and stored securely. Photographs will be deleted yearly. * When parents complete and sign the child’s admission form they are also asked to sign the attached consent form which asks them for permission for photographs to be taken in order for staff to complete the learning journals. * Parents do not take home their child’s Learning Journals so the photographs of the children do not leave the building until the child has left the setting. |
| Useful websites | Safeguarding Policy and Procedure |
| References to other relevant policies: | Safeguarding and Child Protection Policy and Procedure  Complaints Policy  Confidentiality Policy  Staff Induction |
| Policy Monitoring and Evaluation Information | Staff and Chairperson |
| Signature | R Lily |
| Review Date and next review due date: Reviewed April 15, reviewed termly | |