



The Village Hall, Barking, Ipswich, IP6 8HP
Tel: 07552 410825
Registered Charity No: 1159369

Social Networking & Mobile Phones Policy

Aim:

Our pre-school recognises that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media, such as Facebook, Twitter, blogs and Instagram. However, staff use of social media can pose risks to the pre-school's confidential and proprietary information, its reputation and it can jeopardise our compliance with our legal obligations.

To minimise these risks, avoid loss of productivity and to ensure that our IT resources and communications systems are used only for appropriate work related purposes, all pre-school staff and committee are required to comply with the provisions in this policy.

Procedures:

Staff and committee at Barking Pre-school WILL NOT upload any photographs, or discuss pre-school issues on any social networking sites such as Facebook, Twitter and Instagram etc).

Wherever possible staff will encourage parents to use the pre-school mobile telephone line or email address for communication or face to face discussions in the setting.

Staff WILL NOT accept friend/following requests from parents of children currently attending the setting. In the event of a parent being a friend/following a member of staff prior to the child attending the setting, the parent will be blocked/deleted whilst the child is in the setting.

Discussing Pre-school business is strictly forbidden on social media. Public discussions concerning pre-school will be kept to advertising events and closures only.

Staff are reminded the reputation of the pre-school is reflected in comments/posts made by staff; swearing and disrespectful language will not be tolerated and any complaints received about staff or committee who may have uploaded inappropriate images or comments on social networking sites which could possibly damage the reputation of the pre-school will be taken seriously and the necessary disciplinary action will be taken.

The fundraising committee have created a social networking page for advertising fundraising events for the setting only. This page MUST NOT be used for any discussion or correspondence of personal information concerning children in the setting and written permission and previewing of photographs used must be gained by all parties involved before uploading any images.

Barking pre-school has a computer and iPad in the setting for children to use however internet access is NOT permitted without adult supervision. These devices are password
To be reviewed November 2018
November 2017



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encrypted and parental locks are in place to prevent accidental access to the internet by children.

Mobile Phones/iPods

Personal mobile phones belonging to Staff, Committee and Volunteers will be kept in the kitchen at pre-school in handbags during the session and away from the children.

Parents are NOT permitted to use mobile phones in the hall and are asked to keep devices in bags/pockets whilst in the setting. Our setting restricts parental use of mobile phones to the foyer only.

The use of staff personal mobile phones will be restricted to emergency calls only or for pre-school use when the setting phone has a low signal or low credit at the discretion of the pre-school manager.

Cameras on mobile phones WILL NOT be used in the setting. All photographs of children and resources will be taken on the Pre-school iPods, iPad and camera only.

Staff will be using iPods in the setting to make observations, take photographs and videos for the Tapestry Learning Journey. Children will have supervised access to the iPods to share their learning journeys and discuss photographs.

Age appropriate educational apps are permitted on the iPods and will be accessed by children with adult supervision.

The iPods are password encrypted and kept with staff at all times.

Signed:

Date:

Position:

On behalf of Barking Pre-school