

1.6 Use of mobile phones and cameras and ICT policy

Policy statement

Bolney Under Fives provides the use of digital cameras and computer facilities for children and staff. The digital cameras allow staff and children to record activities going on in the setting. The computers provide opportunities to enhance education by helping with activities, providing information and for the planning of activities. We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones, cameras and other ICT equipment in the setting.

Procedures

Personal mobile phones

- Personal mobile phones belonging to our staff and volunteers are not used on the premises during working hours.
- At the beginning of each individual's shift, personal mobile phones are stored in the designated place.
- Our staff and volunteers ensure that the setting telephone number is known to immediate family and other people who need to contact them in an emergency.
- Our staff and volunteers will not use their personal mobile phones for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises.

Cameras and videos

- Our staff and volunteers must not bring their own cameras or video recorders into the setting.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting whilst children are present.
- Photographs or recordings of children are only taken on equipment belonging to the setting, and these must be downloaded or deleted at the end of each session.
- Camera and video use is monitored by our Supervisor.
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
- Photographs and recordings of children are only taken of children if parents provide written permission to do so (found on the individual child's Registration Form).

Computer use in the setting

- The computer system is owned by Bolney Under Fives and has appropriate software to ensure safe use.
- Bolney Under Fives reserves the right to examine or delete any files that may be held on its system.
- Activity that is found to be unsuitable or that attacks or corrupts other systems is forbidden.

- Copyright of material must be respected.
- Social networking sites should not be accessed via smartphones, on Bolney Under Fives computers or during work hours at any time.

Rules for Responsible Internet Use Offsite

- All internet activity should be deemed appropriate.
- Other users files will not be accessed without their permission.
- E-mail correspondence will be directed only to people who have been approved and messages sent will be polite and responsible.
- Computer files may be checked and the internet sites visited may be monitored.
- All staff must adhere to the above. Any breach of these will result in disciplinary procedure any may result in dismissal.

Children's Use of ICT

- The setting will work with parents to ensure they are ware of internet use.
- Children will use only age appropriate software in the setting.

Social Networking Sites

- Staff should at no time post anything regarding children, their parents / families or other staff at the setting.
- No photographs from the setting may be used or ones which identify the setting or children from the setting, unless prior permission has been sort for use on the groups mascot page for each individual use.
- No photographs of other members of staff should be used without their consent.
- Anyone posting remarks which breach confidentiality or are deemed to be of a detrimental nature to the setting, other employees, and members of the Bolney Under Fives family will be subject to disciplinary proceedings.
- Staff and committee members will maintain professionalism whilst using social networking sites.
- Any member of the Bolney Under Fives family who becomes aware of social networking activity which is deemed distasteful or not appropriate should make the management committee aware.

This policy was amended and adopted at a meeting of Bolney Under Fives

Held on

24/03/2014

Date to be reviewed

24/03/2016

Signed on behalf of the management committee

Name of signatory

Mrs Sarah Josting

Role of signatory (e.g. chair, director or owner)

Chair