

Safeguarding Children

Mobile Phones, Social Networking and Camera Use Policy

Policy statement

We will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	

Procedures

We carry out the following procedures to ensure we meet this key commitment.

Key commitment

We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas.

Mobile Phones and Social Networking

Staff

- Staff mobile phones are not to be turned on in the Gan areas during working hours.
- Staff mobile phones must be switched off before entering the Gan at 9am as the Early Bird session will have started.
- Staff mobile phones must be kept in their handbags in the office for Bet Staff and in the dedicated box in the Aleph office at all times during the hours of work or not brought into the nursery at all.
- Staff mobile phones must be signed in and out every day.
- Staff may only use their phones outside the nursery areas during their breaks after having signed the phone out, not forgetting to sign it in again after the break. These areas are anywhere on the premises not used by Gan e.g halls upstairs and downstairs, Foyer etc.
- Staff should give the nursery phone numbers for emergencies.
- In emergency circumstances agreed by the Headteacher/Deputy, staff may leave their phone on in the main office with the head or deputy.
- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the nursery reputation.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery.
- Staff must not post any photos of children from the nursery on social networking sites
- Staff leaving the nursery continue to be bound by our Code of Confidentiality, If, however, a child is considered at risk our Safeguarding Children Policy will override confidentiality.
- If staff choose to allow parents to view their page on social networking sites, then this relationship must remain professional at all time.
- The Headteacher and Deputy will both have their phones on in the Aleph office for emergency use, but will also sign these in and out each day.
- **If any of the above points are found to be happening, the member of staff involved will face disciplinary action, which could result in dismissal.**

Parents

- **Parents/carers may not use their mobile phones or have them out once they have entered the nursery. Mobiles must remain in bags or pockets and not in the hand until they have left the nursery**
- **We are at liberty to ask parents to put away their phone before we allow them entry.**

Camera Use and Photos and Social Networking and Tapestry (in line with Tapestry Policy)

- Permission is sought from parents when a child starts the nursery before taking photos for the shul magazine/website, Jewish press, Tapestry, Facebook on our display boards and on the Gan website.
- Photos are taken on the nursery cameras.
- In group photos, any child whose parents have not consented will have their face obscured.
- No member of staff may keep photos of children on their personal computers
- Images may be stored on a USB solely for the purpose of using them for our website or photo board. They will be deleted immediately after.

Parents

- Parents may also wish to take photos when invited to special occasions providing there are no objections from other parents. However they are not at liberty to post any photos on social networking sites other than that of their own children.
- Prior to graduation/concerts, a letter will be sent home for all parents to log their devices. Devices cannot be used without the signed form.
- Parents coming to watch Oneg Shabbat will be asked to log their device on the day.

Visitors

- All visitors will be asked to put their phones in the visitor's box and sign them in and out.

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**Staff Declaration**

I have read and understand the above policy.

Staff Member: \_\_\_\_\_

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_