**Mobile Phone, Cameras and Social Networking Policy**

**All mobile phones owned by staff will be placed in the kitchen so that they are prohibited from accessing their mobiles during preschool sessions.**

# **It is necessary for staff to have access to a mobile phone owned by preschool – the preschool mobile contains all relevant contact numbers including those of parents/guardians to safeguard the children on trips out of preschool.**

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 **Use of Cameras:**

Photographs of the children are taken for the purpose of recording children participating in activities, achievements, observations, parties, birthdays or when we go on outings.

A Consent form is signed by Parents on the Child Registration Form, giving permission for the Preschool to take photographs of their child.

Only the Preschool Camera must be used to take any photographs of children, and the Photographs are stored appropriately and must be downloaded as soon as possible.

Any Photographs taken must be deemed suitable without putting any child in a compromising position which could cause stress or embarrassment to the child.

Cameras must not be taken into the toilet areas; the camera must be in a prominent position where it can be seen.

Unless all parent have signed/given permission for their child to be photographed no photographs will be given permission e.g. Christmas play, sports day

**Social Networking:**

* Employees do not have the right to absolute privacy when they post on a social-networking site. It does not matter where they connect from, if it’s on the social-networking site and is read this can be used as grounds to discipline an employee.
* This Policy extends to instances of harassment, discrimination and any other behaviour which is barred by law or company policy.
* The Pre-school has no desire to keep employees from enjoying social-networking sites. This policy is in place to protect the Preschool and its employees, not to prevent people from using the web sites in usual harmless ways