Mobile Phones and Social Networking and use of Cameras and Devices

We believe our staff should be completely attentive during their hours of working, to ensure all children in the Preschool receive good quality care and education. Therefore personal mobile phones will not to be used during working hours.

Mobile Phones

* Mobile phones must not be used unless on a designated break and in staff only areas.
* Mobile phones should not be kept on a person but be stored safely away at all times throughout the working day. They should be switched off or left on silent.
* Mobile phones must not be used by Staff or Parents to take photographs of children.

Preschool has a high reputation to up keep and comments made on sites such as ‘Facebook’ could have an impact on how parents using the Preschool view the staff. Restrictions on the way staff use social networking sites such as “Facebook.” are in place to safeguard staff and children of Frome Valley Preschool.

Social Networking Sites

* Staff must not post anything onto social networking sites that would cause offence to any other member of staff or parent using the preschool.
* If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times, and must not contain any reference to Frome Valley Preschool.
* Staff must not post anything onto social networking sites that could have any negative impact on the Preschools reputation.

Failure to adhere to this policy will result in the Greenwood Tree Academy Trust disciplinary procedures being followed.

The Use of Cameras and Devices.

The use of cameras and videos by practitioners at Frome Valley Preschool is considered to be an integral part of recording a child’s development and achievements. To ensure the protection of staff and children the following safeguarding measures will be followed:

* Written permission will be obtained from parents/carers when a child starts preschool. This permission will extend to Preschool staff only.
* Parents/carers will be given the option for images to be taken for recording children’s progress but not used on our website, for publicity or press releases.
* Where permission is given individual children will not identified by name.
* Photos and films will only be obtained using equipment owned by Frome Valley Preschool. The use of a mobile phone to obtain photographs for preschool use will not be permitted.
* Frome Valley Preschool cannot be held accountable for photographs or video footage taken by parents or members of the public at events and/or presentations.