

Safe use of Mobile Phone/Internet and Social Network Site Policy

Mobile Phones

In the interest of Safeguarding children all mobile phones and camera enabled devices of employees, students, directors and visitors must be kept in the office at all times. Anyone seen with a camera enabled device/ phone on them whilst working with the children will have it confiscated by the Company Directors until it has been checked. The person will then be subject to disciplinary action. It is everyone's responsibility to be observant and to report any suspicions immediately to the Safeguarding Officer or her deputy in her absence. The only occasions a mobile phone can be on someone's person is when going on outings/walks. Nursery will provide work mobile phones for use in emergencies which will be monitored by the designated person in charge. The phone to take on outings will not have a camera facility on it. The smart phone that is used to take photos for the closed Facebook group is password protected which only Jill Ravenscroft, Jane Fairbrother and Katy Sinclair Paula Maclean and Lisa Robinson know the password for. The phone has no Sim card and is only connected to the internet via the nursery wifi. The phone is used to take photos of the children doing daily activities. These are uploaded to the Facebook group and then deleted the same day. The individual who uploads the photos will sign into and out of Facebook each time photos are uploaded so Facebook is not accessible unless someone is signed in. There are no email facilities on the phone. The phone when not in use is kept locked in the phone tin.

A lockable box will be provided for the safe storage of staff mobile phones whilst they are at their work stations which will be kept in the manager's office. Keys will be held by Jill, Jane, Katy, Paula or Lisa. If they are absent then a senior staff member will be key holder. Phones will be handed over to staff on their breaks and lunchtime for personal use.

Photography

Photographs are only permitted on nursery cameras or camera phone, which must be kept securely shut away in the lockable phone tin overnight. Anyone seen taking images on any other device will be subject to disciplinary action.

Computers and Social Network Sites

All computers are password protected in nursery with no access to social network sites. All nursery computers have software installed to prevent access to sites which may try to radicalise individuals or be inappropriate for the children or staff.

Staff should be aware of the safety to themselves and children when using social network sites. No reference should be made to your job role in your personal profile details and no comments made re your work on your messages. Ensure you have safety settings so people you do not know cannot view your account. Paedophiles look for this to see who they can potentially target to groom to gain access to the children in their care. Staff are aware of the need to maintain professional standards at all times if they are involved in online communication with parents. See Appropriate Behaviour Policy.

Nursery computers are checked and updated by an IT expert periodically throughout the year to check they are fully protected.