



## **Panda Preschool Playgroup**

Howell Hall, School Lane, Copmanthorpe, YO23 3SQ

Member of the Early Years Alliance

Ofsted Setting Number EY 501461

Registered Charity Number 1035584

# **Safeguarding Children**

## **Social Networking, Mobile Phone and Recording Devices Policy**

### **Policy Statement**

Panda Playgroup operates a social networking, camera, mobile phone and recording device policy to safeguard and protect children, protect staff from allegations and maintain high standards of care within the playgroup.

### **Procedures**

- The Panda Playgroup mobile phone must be on at all times during the sessions and kept with the manager or deputy to allow parents to contact the playgroup.
- In extreme/exceptional circumstances (e.g., Panda phone is broken, or an outing requires another phone) the managers mobile phone may be used but any photograph or parent/carers contact numbers will be removed that day.
- A Panda Playgroup Sticky Mitts and Tiny Tots Website and Facebook Page used for information purposes only, is edited by an agreed member of the staff team.
- Information about children at playgroup must not be posted publically or privately on social media sites such as Facebook or Twitter.

### **Use of Mobile Phones**

- Parents/ carers dropping off or picking up children are asked to answer and make phone calls outside away from children
- Staff phones must be kept in the kitchen.
- The Panda phone number should be given as the emergency contact number for staff when at work.
- Personal phone calls by staff must be made outside session times unless urgent.
- In special circumstances, where staff need to be contactable urgently, they may be kept on loud mode by arrangement with the Playgroup manager but must be answered in the kitchen. Staff members should ensure that there is sufficient supervision of the children in all areas before making or receiving a call.

### **Use of Cameras and other Recording Equipment**

- Photographs and recordings of children are taken by staff to support and record their learning and development, or for displays within the setting.
- Specific parental permission is required when images of the children are to be used on the playgroup website or in order to promote the setting. In these instances, names will not be used either in the file name or tagging of the photo.
- Cameras and other recording equipment will be used in activity, play and learning areas which may include dressing and handwashing.
- Where photos are downloaded for printing, this must be done on the playgroup laptop or printer or a reputable printing company.
- Personal recording devices including mobile phones must never be used by staff or parents to take photos of children during Playgroup sessions,

- Parents may take photos of their own children on trips or at Playgroup parties on a camera or a mobile phone, providing there is permission for all the children included in the picture.
- Panda playgroup will not be held responsible for photos, or any recordings taken by parents at family events (e.g. Nativity or Carnival). Parents are asked to ask and respect the wishes of other parents.

## **INTERNET SAFETY**

### **Social Networking**

Social networking sites provide a great way for people to maintain contact with friends. However, through the open nature of such sites, it is also possible for third parties to access this information.

All staff are made aware of their responsibilities to the Playgroup when using social networking sites such as Facebook and are requested to maintain their status as a professional childcare worker.

In order to protect confidentiality and the reputation of the playgroup Panda requires that if staff use social networking websites or personal blogs that they:

- Refrain from identifying themselves as working for the playgroup by name.
- Ensure that they do not conduct themselves in a way that is detrimental to the playgroup.
- Take care not to allow their interaction on these websites to damage working relationships between employees and service users of the playgroup.
- Never disclose any confidential information relating to any aspect of the playgroup.
- Parents are asked to respect the professional relationship with staff members.

### **Cyber Bullying**

The playgroup is committed to ensuring that all of its employees are treated with dignity and respect at work.

- We will not under any circumstances tolerate cyber bullying which could consist of threats, harassment, embarrassment, humiliation, defamation, or impersonation.
- Cyber bullying can also include the inappropriate use of text messages or phone calls, circulating photos or video clips or posting comments on any internet site.
- Personal blogs or information sharing that refers to colleagues without their permission is also unacceptable.
- Any staff member found to be abusing their position or bullying someone in this way will face disciplinary action.

### **Use of Laptops/Internet**

- The playgroup laptop is encrypted, and password protected and is only accessible to staff members.
- Staff using the playgroup laptop and/or internet will not use it to visit inappropriate websites or material not related to their work. This is monitored by the Manager and Deputy.
- Children have access to tablets with no internet connection. They play and learn on the appropriate games that have been installed.

**This policy was reviewed and updated March 2022**