1i. Mobile Phone and Electronic Device Use

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| EYFS: 2.1 & 3.4 |

*This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches. More and more devices are technically, capable of connecting us to the outside world. We will adapt the policy to include all devices we deem required to safeguard children.*

**Mobile phones and other devices that accept calls, messages and video calling**

At Little Explorers we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the playgroup receive good quality care and education.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones, smartwatches and/or fitbits during working hours.

We use mobile phones supplied by the playgroup to provide a means of contact in certain circumstances, such as outings.

This policy should be used in conjunction with our online safety policy to ensure children are kept safe when using the playgroup devices online

Staff must adhere to the following:

* Mobile phones/smartwatches must be turned off when you arrive at work. Fitbits are permitted to count steps only and must not receive messages during your working hours
* Mobile phones should be stored safely in the locked tin box at all times during the hours of your working day
* No personal device is allowed to be connected to the playgroup wifi at any time
* The use of playgroup devices, such as tablets, must only be used for playgroup purposes
* The playgroup devices will not have any social media or messaging apps on them
* Any apps downloaded onto playgroup devices must be done only by management. This will ensure only age appropriate and safe apps will be accessible to staff or children using them
* Passwords / passcodes for playgroup devices must not be shared or written down
* During outings, staff will use mobile phones belonging to the playgroup wherever possible. Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only playgroup owned devices will be used to take photographs or film videos
* Playgroup devices will not be taken home with staff and will remain secure at the setting when not in use. If a device is needed to be taken home due to unforeseen circumstances then the person taking this device home must ensure it is securely stored and not accessed by another other individual and returned to playgroup as soon as practically possible

Parents’ and visitors’ use of mobile phones and smartwatches

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child’s day. However parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the playgroup or when collecting or dropping off their children.

If you are found to be using your phone inside the playgroup premises you will be asked to finish the call or take the call outside.

We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child.

Visitors are requested to leave their mobile phones or smart watches in the safety of the locked tin box where they will be locked away safely.

**Photographs and videos**

At Little Explorers we recognise that photographs and video recordings play a part in the life of the playgroup. We ensure that any photographs or recordings taken of children in our playgroup are only done with prior written permission from each child’s parent and only share photos with parents in a secure manner. We obtain this when each child is registered and we update it on a regular basis to ensure that this permission still stands.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child’s learning journey; for display purposes; for promotion materials including our playgroup website, brochure and the local press; and for security and the different social media platforms we use. We ensure that parents understand that where their child is also on another child’s photograph, but not as the primary person, that may be used in another child’s learning journey.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child’s play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles, tablets or smartwatches and may only use those provided by the playgroup. The playgroup manager will monitor all photographs and recordings to ensure that the parents’ wishes are met and children are safeguarded.

Photographs or videos recorded on playgroup mobile devices will be transferred weekly to the correct storage device to ensure no images are left on these mobile devices.

Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the playgroup premises without the prior consent of the manager.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

At LittleExplorerswe use tabletsin the rooms to take photos of the children and record these directly on to their electronic learning journeys. We ensure that these devices are used for this purpose only and do not install applications such as social media or messaging sites on to these devices.

We also do routine checks to ensure that emails and text messages (where applicable) have not been sent from these devices and remind staff of the whistleblowing policy if they observe staff not following these safeguarding procedures.

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| **This policy was adopted on** | **Signed on behalf of the playgroup** | **Date for review** |
| *02/09/2020* | *Alison Bates* | *02/09/2020* |

1j. Social Networking

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| EYFS: 3.4 |

Social media is becoming a large part of the world we live in and as such at Little Explorers we need to make sure we protect our children by having procedures in place for safe use.

When using Facebook/Twitter/Instagram to share pictures of the activities the children have accessed at playgroup in order to safeguard children we will:

* Ensure all children in the photographs or posts have the correct permissions in place from their parent / carer
* Not allow others to post on our Facebook page, i.e. only management can post on the page, only parents / family / carers who have been invited to join the group can view and comment on the posts
* Monitor comments on all posts and address any concerns immediately.

**Staff use of social media**

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the playgroup, playgroup staff, parents or children.

* When using social networking sites such as Facebook or Instagram staff must:
	+ Not make comments relating to their work or post pictures in work uniform
	+ Not send private messages to any parents/family members
	+ If a parent ask questions relating to work via social networking sites, then staff should reply asking them to come into the setting or contact the manager
	+ Ensure any posts reflect their professional role in the community (e.g. no inappropriate social event photos or inappropriate comments i.e. foul language)
	+ Report any concerning comments or questions from parents to the manager/safeguarding lead
	+ Follow the staff behaviour policy
	+ Not post anything that could be construed to have any impact on the playgroup’s reputation or relate to the playgroup or any children attending the playgroup in any way
	+ Not belong to our closed Facebook group if linked to a personal account
	+ Not like or share any of our Facebook posts
	+ Not be connected to the playgroup Facebook / Instagram account in any manner
* If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

All electronic communications between staff and parents should be professional and take place via the official playgroup communication channels, e.g the setting’s email addresses and telephone numbers. This is to protect staff, children and parents.

Parents and visitors’ use of social networking

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publically or privately, information about any child on social media sites such as Facebook, Instagram and Twitter.We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

We ask parents **not to:**

* Send friend requests to any member of playgroup staff. If staff are ALREADY friends with a parent prior to them becoming a customer of Little Explorers, then permission may be granted for the online friendship to continue but it will be monitored by a DSL
* Screen shot or share any posts or pictures from the playgroup on social media platforms (these may contain other children in the pictures)
* Post any photographs to social media that have been supplied by the playgroup with other children in them (e.g. Christmas concert photographs or photographs from an activity at playgroup)

We ask parents to:

* Share any concerns regarding inappropriate use of social media through the official procedures (please refer to the partnership with parents policy, complaints procedures and grievance policy).

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