

Use of Mobile phones, cameras, recording devices, technology and social networking

At Stanmore Montessori we promote the safety and welfare of all children in our care as well as ensuring the safety of staff. We recognise that photographs and video recordings play a part in the life of the setting. We ensure any photographs or recordings taken of children in the setting are only done with prior written permission from each child's parent. This is obtained when each child is registered and is updated on a regular basis to ensure that permission still stands.

There is no internet access on the school computer however children can access age-appropriate technology and use it safely.

Communication with parents/carers is always professional and takes place via official setting communication channels this is to protect both staff and learners' families.

To ensure the safety and well-being of children, staff must adhere to the **appropriate use of technology** as listed below.

Staff must adhere to the following appropriate use of technology:

- Personal Mobile phones are to be turned off or on silent and not accessed during working hours
- Personal Mobile phones can only be used on a designated break and this must be away from children
- Personal Mobile phones should be stored safely in the kitchen at all times during the working day.
- Personal mobile phones are not to be used for recording images of children in the setting
- The setting phone or mobile may be used by staff with permission from the Manager
- Staff must take a designated mobile phone when in the garden and Hall for Emergency contact use only. The Manager will always be aware of which staff member is taking the phone so that they can be contacted in case of emergencies.
- Staff must not post anything on social networking sites that could be construed to have any impact on the settings reputation. Nor must they post anything relating to the setting or any child or family of the setting
- Staff must not post anything on to social networking sites that could offend any other member of staff or parent (past or present) using the setting
- It is recommended that staff do not accept friend requests or communications from learners' family members (past or present). Any requests must be discussed with the Designated Safeguarding Lead (DSL)
- The DSL will provide clear guidance and boundaries and record action taken
- Staff need to understand and follow procedures for reporting and recording on-line safety concerns in line with the Safeguarding Policy
- If staff are aware that they or another member of staff are targeted on line e.g. bullying or harassment they should inform the DSL
- If using an App for teaching purposes it must be checked prior to use for content suitability
- If any of the above points are not followed then the member of staff involved will face disciplinary action which could result in dismissal.

Parents and visitors use of mobile phones and social networking

Whilst we recognise that there may be an emergency situation which necessitates 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, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the setting or when collecting or dropping off their children.

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 site. Parents and visitors are invited 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).

During special events the setting may produce group photographs to distribute to parents on request. In this case individual permission for each child will be gained before the event. This will ensure all photographs are taken in line with parental choice.

Guidance

- Safeguarding children and protecting professionals in early years settings: online safety considerations for managers Feb 2019
- Online safety Guidance for Practitioners