



St Catharine's Under Fives Photograph and Mobile Phone Policy

Statement of intent

It is our intention to protect our children and keep them safe from any kind of harm. We respect our parent's wishes for privacy.

Aim

We aim to ensure that our parents and carers have the confidence that photographs are taken and used appropriately within our setting. With particular regard to images of children and to enable playgroup to comply with its strict Child Protection and Safeguarding requirements, it is necessary to set our terms around the use of Photographs and Mobile Phones.

Methods

Photographs

- Photographs are an important part of our communication with families and of our assessment process. Photographs may only be taken on the playgroup camera and printed or downloaded onto the playgroup computer every fortnight. The playgroup staff will be responsible for the security and printing of the photos.
- Photographs will be deleted from the camera at the end of each fortnight.
- Parental permission will be required for taking photographs and for displaying in playgroup. If this permission is withheld, then that child will not be photographed at any time.
- Separate permission will be sought for any other use of photographs. i.e. for publication or public display, performances and shows. All parents are to sign and agree they will not put photographs of other children on the internet and social networking sites such as *Facebook*.
- On occasions it may be necessary for photographs to be printed at home or at photographic departments such as BOOTS or TESCO. On these occasions the staff member involved must ask the Play Leader for permission, explain their reasons for doing so and how they will keep the child's photograph safe.

Mobile Phones

- While we appreciate that mobiles are part of everyday life, it is not desirable for staff to be receiving personal calls while working with the children. The playgroup number should be given to those who may need to have emergency contact with staff i.e. schools.
- Personal mobiles locked in the office cupboard during playgroup sessions. If a call is received, this is to be taken away from the children in the kitchen.
- Duty parents will be asked to place mobile phones into the office cupboard during playgroup sessions.
- **Mobiles are not to be taken out to the toilets.**
- Visitors and parents will be asked to put their phone in the designated area if they have brought a phone to playgroup.



St Catharine's Under Fives Social Media Policy

Statement of Intent

As part of our duty to safeguard children, it is essential to maintain the privacy and security of all our families.

St Catharine's Under Fives Playgroup recognises that social media has become a part of everyday life for many individuals and families, including both staff and parents. Social media allows for the free and easy exchange of information, opinions and images. With particular regard to images of children and to enable playgroup to comply with its strict Safeguarding requirements, it is necessary to set our terms around the use of social media in connection with how playgroup is presented publicly.

Our aim:

To ensure that parents, members of staff, students, committee member and volunteers follow the social media policy.

This policy includes, but is not limited to, the following technologies:

- Social networking sites e.g. Facebook, Instagram, Snap Chat, discussion forums, Media sharing, Utube, Twitter
- This policy also relates to cameras and mobile phone use.

Method:

The following procedures are set in place.

Photographs

- No photographs taken within the playgroup setting or at playgroup special events and outings with the children, are to be posted for public viewing, except those of your own child. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children as set out in the 'Confidentiality Agreement' that each parent is asked to sign on joining the playgroup.
- Additional consent is obtained from the parents by completing the 'Photograph/Image Consent' form which allows staff to take photographs of the children to use in their learning journal, displays, media, St Catharine's Under Fives website or Facebook page.

Social Media

- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- As laid out in the St Catharine's Code of Conduct Policy, staff should not accept service users, children and parents as friends due to it being a breach of expected professional conduct unless they already know them in a personal capacity before their child starts at playgroup.
- Staff should avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity.
- In the event that staff name the organisation or workplace in any social media they do so in a way that is not detrimental to the organisation or its service users.
- Staff observe confidentiality and refrain from discussing any issues relating to work that goes beyond information that would freely be given out via the playgroup website or prospectus.



- Staff should not share information they would not want children, parents or colleagues to view.
- Staff should report any concerns or breaches to the Data Protection Leader in their setting.

What should happen if an individual is in Breach of the confidentiality

1. Any member of staff, committee, student or volunteer found to be posting remarks or comments that breach confidentiality, bring the playgroup into disrepute or that are deemed to be of a detrimental nature to the playgroup or other employees, or posting/publishing photographs of the setting, children or staff may face disciplinary action in line with the playgroup disciplinary procedures (students will be asked to leave immediately).
2. Any comment deemed to be inappropriate is to be reported to the Chair and Manager and any action taken will be at their discretion.

General Guidelines for using social media for parents, staff, volunteers and committee

- Security settings should be managed to ensure that information is only available to people you choose to share information with.
- Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it through social media.
- Maintain professionalism, honesty and respect.
- Apply a “good judgement” test for every social media post you make.

NB// No social media site i.e. Playgroup website, Playgroup Facebook, Instagram or twitter should be set up for the playgroup without the consent of the staff and committee.

Conditions of Use of The St Catharine’s Under Fives and St Catharine’s Stay and Play Facebook Group or other social media sites that the playgroup may hold

St Catharine’s Under Fives recognises that many parents/carers are regular users of Facebook and that some parents/carers have identified the benefits of having a Facebook group exclusively for current parents/carers. The use of this group would be for announcements/discussions such as:

- Reminding parents of messages given at playgroup
- Encouraging support of fundraising activities
- Sharing useful information

The Group is to be managed as follows:

- Members to be the group should be monitored to ensure that they are known to playgroup, Stay or Play or have young children who may be interested in attending the setting or events held by them
- Members may choose to leave the group at anytime
- Photographs of children should not be posted unless with the consent of the parents. Any photographs to be posted are to be post-dated and not linked to activity on that day.
- There should be a minimum of 2 administrators to monitor the group (or any social media account held by the playgroup) to ensure all safeguarding procedures are followed.



- Any negative discussion about the playgroup/ stay and play or staff should be removed. The individual posting them should be contacted directly by an administrator, to discuss any issues and information passed to the manager for any required follow up.

NB// Currently the Facebook page is an open listing and only used for advertising and fundraising purposes. Should this change to a more session led page, a closed group will be created for members only.