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**The Brislington Village Pre-school Ltd Photography, Video, Mobile Phone and Social Networking Policy**

**Statement of Intent**

The Brislington Village pre-school intends to be clear on the responsibilities of management and staff when using mobile phones and laptops within the setting.

**Aims**

The Brislington Village Pre-school will safeguard the children’s welfare in relation to the above areas and minimize the risk of harm and to fulfil their legal duties in relation to personal data and other areas e.g. GDPR May 2018.

**Methods**

**Digital and Video images**

Written permission from parents/carers will be obtained before any images of children are recorded.

Parents must be made fully aware of how any images of their children may be used or must have the right to decide if they wish their child to be photographed. Parents must be able to have a say in how these photos will be used.

The staff at the setting use the TAPESTRY early years application for the children’s learning journey. Parents will only be able to access their own child’s learning journey file.

If digital images are taken by the setting’s camera these will be stored in a separate file on the setting’s computer which is accessed by setting practitioners only. These images must be stored in accordance with data protection laws e.g. password protected files, cameras and memory sticks locked away.

While using digital images, practitioners should be aware of the risk associated with taking, using, sharing, publishing and distribution of images.

Setting practitioners must only use the setting equipment: personal equipment **MUST NOT** be used to record images of the children.

Images taken of the setting or its children should be downloaded onto the settings computer only. Images must not be downloaded onto any personal computer.

Staff should be vigilant when taking digital/video images of the children to ensure that they are appropriately dressed.

Children’s full names will not be used anywhere on the settings literature.

Individual parent’s wishes must be considered.

After a photo is taken down it will either be stored in the child’s file, returned to the family or shredded.

**Mobile Phone Usage**

The only mobile phone permitted to be used during a session is The Brislington Village Pre-school mobile phone.

Use of this phone is for business and emergency purposes and practitioners are not to be distracted from the care of the children.

Practitioners, volunteers or students will not have their personal mobile phones on their persons during working hours.

The settings contact number should be given as an emergency number in case practitioners need to be contacted.

Setting practitioners are not to use any mobile phone cameras to photograph the children.

Setting practitioners must never exchange mobile phone numbers with children in the setting

**Laptop**

Practitioners should not use the settings laptop for personal use. The setting will ensure that all programs used and websites accessed are appropriate and that children are not able to access or download material which is unsuitable.

**Social Networking Sites**

The Brislington Village Pre-school as a setting has its own Facebook page. Staff **do not** post images of the children on this page. However, parents must be aware that they would be able to post pictures of their own children. The setting strongly discourages this action.

Practitioners, volunteers and students should not put any details of their work on any form of social networking site.

Practitioners, volunteers and students should not engage in any on-line activity that may compromise their professional responsibilities.

The setting practitioners should not correspond with setting families through social networking sites or The Brislington Village Pre-school’s Facebook page.

Practitioners should be aware of possible implications when entering any personal details on any gaming or social networking site (e.g. youtube, facebook, twitter etc.).

All communications in the setting will be transparent and open.

All staff should be made aware that failure to comply with this policy may result in disciplinary action being taken.

This policy was adopted on the 1st September 2015

Reviewed September 2018

This policy should be read in conjunction with our:-

Confidentiality policy

E-Safety policy

Safeguarding policy

Staff Behaviour policy

Tapestry policy

Although under constant review, an overall review date has been set for **September 2019**