

## **Safeguarding and Welfare Requirement: Information and Records**

Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them.

## **Information & Records**

### **Use of Technology / Social Media**

(Including use of mobile phones, cameras and social networking sites such as facebook, twitter & mumsnet)

#### **Policy statement**

It is recognised that the use of technology and social media has become a major part of many of our lives and we are committed to ensure the safe use of these media within the nursery setting.

#### **Procedures**

##### *Use of Mobile Phones*

- Mobile phones should not be used on nursery premises, except for in emergencies and in these instances must be approved by a manager. The nursery land line number can be given as an emergency / school contact.
- If a member of staff needs to have access to their mobile phone during a session, this must be approved by their manager.
- Mobile phones should be stored in your bag until the end of the session and once outside of the nursery premises.
- Staff mobile phones must not be used to take photos or video of children in the setting at any time.
- Parents are asked not to use mobile phones on nursery premises.
- During outings, the nursery camera should be taken in the kit bag and phones must not be used to take photos / video.
- Information regarding all nursery children is regarded as confidential and must not be documented or verbalised outside of the setting.

##### *Camera Use*

- Photographs should only be taken using the designated nursery camera or iPads and by authorised members of staff.
- Photographs taken by staff will be used for nursery purposes only (learning journeys, displays)
- Once the photograph has been printed, it should be erased from the camera memory.
- Copies of photographs must remain in the nursery and should not be taken home or transferred onto personal technology.
- Photographs must be shredded when they are no longer needed.
- Parents confirm in writing their consent for their child to be included in photographs for nursery use.

- Parents are asked not to take photographs during nursery sessions, however during special occasions, they are reminded to only take photos of their own child, the photographs are for their own use and not to be uploaded onto social media.
- Parents are reminded of this policy in regular newsletters and emails about special events.

*Use of Social Media (Facebook, Twitter, Instagram, What'sapp, MSN, myspace, netmums)*

- All information about children in the nursery is confidential and must not be discussed or documented outside of the setting.
- It is the responsibility of the staff to ensure security settings are applied to their accounts and strong passwords are used.
- We ask parents not to post photographs of the nursery or of children other than their own (even in the background) on social media sites.
- Information regarding the nursery and its operation and its staff must be regarded as confidential.
- It is against Downside Nursery policy for staff to have parents of children in the nursery as friends on social media sites. This is to safeguard the children, the nursery and the staff.