

MOBILE PHONE/CAMERA POLICY/E-SAFETY

Mobile Phones

Staff and volunteers should not carry their mobile phones on them in person whilst in the setting. Parents entering the setting are to switch mobile phones off at the entrance to Preschool.

Cameras

The setting's own camera is only to be used for observation purposes, with the permission of the parents/carers (see enrolment forms). These photographs are then printed on the setting's computer and either put on the individual children's files or the group photograph album. All photographs on the camera are then deleted.

Fund raising Pre-School Photographs

On no account must photographs be taken of the children except with prior permission when a professional photographer is engaged in taking fund-raising photographs. Any professional photographer must have a DBS and will be clearly informed of the photographs required. The photographer will not be left unsupervised with the children.

E-Safety

Computers and "Amazon Fire kids" tablets are owned by Wingle-Tye Pre-School Limited and the Pre-School will ensure safe internet use. We promote E-Safety with our children when working on our computers. Karen Whitehouse (Wingle-Tye 1) and Kelly Bambridge (Wingle-Tye 2) are our E-Safety Co-ordinator and takes responsibility for all issues regarding E-Safety.

We have posters on our notice boards reminding parents of the importance of E-Safety at home. All staff understand the importance of misuse or access to inappropriate materials and are aware of the consequences. Staff will observe children when using the internet and ensure that it is appropriate. They listen to children and challenge parents if their child raises concerns regarding sites or games, which staff feel may be inappropriate for their age group.

Pre-School internet access will be tailored expressly for educational use and will include appropriate filtering. Staff discuss using the internet with children, using age appropriate language and will guide children in online activities that will support their learning.

The internet is also used to support professional work of staff to allow effective planning and to enhance the nursery's administration systems. Social networking sites will not be accessed during working hours. Staff may access the internet via their smart phones in their own time and during their staff breaks.

