

Internet and use of personal devices

The setting's internet connection is provided by Melbourn Primary School which is a filtered connection from Cambridgeshire County Council.

The following rules apply:

- The internet can be freely accessed for setting matters (including finding resources, planning etc).
- Any information and digital images stored of children will be stored within the Dropbox or Tapestry systems. These are password protected and only accessible by relevant adults.
- Emails sent on behalf of the setting, particularly to parents, should be sent through the setting email accounts. No personal communication should be entered into. This is to ensure the smooth running of the setting and protect staff and the reputation of the setting.
- Staff must be aware of their responsibilities to the setting when using the internet including any social networking sites. Our confidentiality policy must be adhered to at all times, even outside of working hours. Staff members are obliged to follow normal reporting procedures if they acquire any information gained through social networking, which suggests a safeguarding issue. Friendships and/or connections via social media that exist prior to employment are accepted as long as the above is observed. It is an expectation of the setting that new friendships/social media connections will not be made with anyone connected with Melbourn Playgroup and Out of School Club apart from work colleagues. Disciplinary action could result if the setting is brought into disrepute. Once a family has left the setting these rules no longer apply.
- Staff and Parents must not put pictures of any of the children on the Internet without prior consent from the parents of all children concerned.
- Children are to be encouraged to use the internet if appropriate, but must be supervised at all times.

Personal technological devices by staff, volunteers and visitors

Personal mobile phones and technological devices should be stored locked away either in staff lockers in the Garden Room or in the lockable filing cabinet in the Teddy Bear room.

Smart watches must be disabled from any internet functionality. The camera feature is not to be used within the setting.

In very unusual circumstances, such as a family emergency, staff and volunteers should seek permission from the manager or employer to use their mobile phone.

If a staff member, student or volunteer must use their mobile phone (see above) this should be away from the children and ensuring that staff supervision levels are not compromised.

Staff, students or volunteers who ignore this policy and use a mobile on the setting premises without permission may face disciplinary action.

The setting's main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.

In circumstances such as outings and off-site visits, staff will agree with their manager the appropriate use of personal mobile phones in the event of an emergency.

Staff, students, volunteers and visitors remain responsible for their own property and will bear the responsibility of any losses.

Visitors will not use mobile devices near the children.

Use of the setting's technological devices

Only technological devices belonging to the setting may be used to take appropriate and relevant images of children.

Images must be used in accordance with the Data Protection Act 2018.

Technological devices should only be used where two or more staff members are present.

It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. The 'Logging Concern Form and Body Map' must be used to record factual observations.

The setting's mobile phone must only be used for work related matters.

The setting's technological devices remain the property of the setting at all times and should not be taken off of the premises (with the exception of visits and outings).

Social Media

Use of Social networks should be personal to the staff member but they should be mindful of posts made and the effect these may have.

There should never be photos of the children who attend the Playgroup or the Out of School Club on a staff member's social media.

Staff members are obliged to follow the normal reporting procedures if they acquire any information gained through social networking, which suggests a safeguarding issue. Friendships and/or connections via social media that exist prior to employment are accepted as long as the above is observed, new social media friendships should not be made until the family leaves the setting and these rules no longer apply.

This policy was adopted at a meeting of Melbourn Playgroup and Out of School Club CIO Management Committee	
Held on	19 th January 2022
Date to be reviewed	As and when necessary
Signed on behalf of the management committee	
Name of signatory	Sarah Toule
Role of signatory (e.g. chair/owner)	Chair