First Steps Pre-School
The Well Christian Centre
Swaffham Road
Ashill
Thetford
IP25 7BT

Social Media and Technology Policy

Policy statement

Children have their photographs taken to provide evidence of their achievements for developmental records. We use the pre-school digital camera on a daily basis. We encourage children to take photos of each other. We use photos for publicity and promotion. This policy covers still, video, electronic and mobile phone photographs and the procedures in place to safeguard children and adults and to ensure images are not misused.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.1 Child Development 1.2 Inclusive Practice 1.3 Keeping Safe 1.4 Health and Well-being	2.2 Parents as Partners 2.3 Supporting learning 2.4 Key person	3.1 Observation, Assessment and Planning 3.2 Supporting Every Child 3.3 The Learning Environment 3.4 The Wider Context	4.1 Play and Exploration 4.2 Active Learning 4.4 Areas of Learning and Development

Typical uses of images –
- To track developmental records
- For displays for use by children, parents/carers and visitors
- Pre-school photo albums and digital slide showing various indoor or outdoor activities
- To advertise the setting via leaflets/ cards or on the pre-school website (specific permission sought for this)
- Sometimes the local media (specific permission sought for this)
- Annually at the church AGM (specific permission sought for this)

Procedures

General
-All photographs taken and kept are relevant to the pre-school, its activities, the child and their development.
-Under the Data Protection Act 1998, the pre-school must seek parental consent to take photographs and videos for development records, and pictures around the pre-school or albums. Permission for this is sought on each child's registration form.
-Often photographs may contain other children in the background. Permission for this is on the pre-school registration form.
-Sometimes conversations are recorded between children and staff on the pre-school Dictaphone. These are stored on the pre-school laptop for use in development records. The Dictaphone stays on the premises.
-No photographs or video are taken in the intimate care area. Public domain pictures showing hand washing are placed in the toilets as an encouragement to stay clean.

Parents/ Carers

-Photos brought into the pre-school by parents/ carers for use in projects or in Home Diaries will be monitored and any causes for concern discussed with the parent/carer.

-Events such as Sports day, outings and Christmas events may be recorded by video and photos by staff and parents/carers (including using mobile phones). **Parents are asked NOT to place any photos taken at such events on social networking sites if the photos feature other children aside from their own.**

-Photos are not sent via email to any parents.

Staff

-In respect of social media, staff should not accept any personal invitation to be friends with parents of preschool unless they know them in a personal capacity.

-Staff must not publish written comments, photographs or any other media on any social networking sites that relates to their work. Including information relating to a child, their parent or other staff members.

-Staff are advised to set their online profiles to private so only friends are able to see information.

-Staff must not share information which may be perceived as inappropriate for a childcare professional this would include liking, tagging, sharing external posts. Staff should be aware that they may be tagged and therefore associated with content that is not appropriate and address any issues with the individual who has tagged them at the earliest opportunity.

-Staff should not talk to parents, staff or any individual about their child, other staff or parents of the preschool on social networking sites.

-Any breaches of this policy will be investigated.

Storage of images

-Photographs will be stored on the pre-school laptop, which is password protected. Should the pre-school cease to operate, all photographs will be deleted. Photos are deleted when they are no longer needed.

-Staff, with the exception of the supervisor, must not take the pre-school camera or memory cards from the pre-school site. Photos are printed in the setting by staff and then images removed from the camera's memory. The supervisor, on rare occasions, may take the pre-school laptop home.

Paper copies of children's developmental records may be taken home by keyworkers for the purposes of maintaining the records up to date.

Publicity

-On occasion we might like to use photographs of the children taking part in an activity to advertise/promote the pre-school via our website etc, however in these instances specific parental permission would be required. Children will not be named.

-Photos or footage of the children may be used for feedback to FOL church (for the AGM), on the church website and for the diocese. Footage will be taken by a named person for the Fountain of Life. FOL church has its own policies regarding the safe handling of images. Specific consent is needed for this activity.

Mobile phones

-Mobile phones, with or without a camera, are left in the porch. Visitors, volunteers and staff that are in session with children are asked to place phones in the same place and to make/take calls outside. **Parents/carers** collecting children are not required to do this but **are asked NOT to take any photos within session without permission. This also applies to other devices which are able to take photographs eg smart watches, tablets.**

Visiting photographers
- Visiting photographers are supervised at all times.

Training and portfolios
During training, it is sometimes necessary to compile photos of children. Parental permission is needed for this and the supervisor (or Management team if the supervisor is the staff in question) may ask to oversee the compiled images.

This policy was adopted at a meeting of	First Steps Fountain Of Life Pre-School
Held on (date)	
Signed on behalf of the Management Team	
Role of signatory (e.g, chairperson etc)	
Review date	