



Isleham Preschool

3a Malting Lane Isleham Ely Cambs CB7 5RZ

2018 Version

Social networking policy

On accessing a social networking site you should be aware of the following:

- No staff/children/parent/family names should be used.
- No comments about the Pre-School or situations arising about Isleham Pre-School should be used.
- No photos containing the Pre-School/staff/children should be used.

These rules apply whilst you are working at the setting and if you are no longer contracted at the setting.

Personal details are never shared with children’s parents/carers such as private email address’, telephone numbers or home addresses. It is recommended that staff ensure that all possible privacy settings are activated to prevent members of the public from making contact on personal profiles. The simplest and most effective way to do this is to remove details from search results and turn off public visibility.

Staff should not engage in personal online contact with children’s parents and carers outside of Manager/Pre School Chairs authorised systems (e.g. school/education setting or other establishment email account for parent partnership purposes).

Staff are advised against accepting invites from children’s parents and carers to ensure that the relationship remains on a professional footing, ensuring that confidentiality and children’s safety is not compromised.

The policy was reviewed at a meeting of the Pre-School held on

Signed on behalf of the Pre-School



Isleham Preschool

3a Malting Lane Isleham Ely Cambs CB7 5RZ

2018 Version

Games consoles/cameras or other devices with cameras fitted.

Devices will be handed to a member of staff and signed into Isleham Pre-School.

Only photographs with the Pre-School digital camera or i-pads (for the purpose of keeping journey's) will be allowed within the Isleham Pre-School by the staff only.

Staff are not permitted to wear wrist devices that take photographs or connect to the internet.

Images taken and stored on the camera will be downloaded on the settings premises only. Chairperson/s will be able to send out press releases with images where the children's faces are blurred. The website will contain images that blur the faces of the child/children.

Cameras or any devices that take photographic images will not be taken into the bathroom or toilet area without the Manager or Deputy Manager being aware of the reason e.g. evidence of showing independence because child can wash and dry their own hands etc.

Cameras and i-pads will be locked away in a secure place at the end of every day.

Photographs will only be displayed within the setting or group photos with parental permission will be allowed to be used for advertisements or on the Pre-School website. When the Pre-School photographs are taken by an outside photographer they will be supervised at all times and will sign to say no photographs will be used other than for the purpose of printing for the parents.

Failure to adhere the contents of this policy will lead to disciplinary procedures being followed.

The policy was reviewed at a meeting of the Pre-School held on

Signed on behalf of the Pre-School

Email: islehampreschool@btconnect.com Telephone: 01638781212 Mobile: 07849758639

Registered Charity Number: 294978



Isleham Preschool

3a Malting Lane Isleham Ely Cambs CB7 5RZ

2018 Version

Mobile telephone policy

Staff, visitors and parent/carers mobile telephones must be kept in the locked office.

During trips out and Pre-School walks (there are a minimum of 2 staff members present) only the Pre-School mobile phone is taken which does not have a camera facility on it; staff mobile phones remain securely locked away on the premises.

Staff are not permitted to use personal mobile phones to make or receive calls or texts during working hours. Staff will be able to give out the Pre-School's contact number so that they can be contactable in an emergency.

No photograph should be taken on any mobile phone.

If staff are on the premises during lunch breaks they will be permitted to use their mobile but this will be in the office away from all children.

Staff who bring personal mobile phones or any other electronic device onto the premises must ensure that there is no inappropriate or illegal content on the device. The Manager reserves the right to check the image content of the mobile phone or electronic device if there is any cause for concern over its appropriate use. Should inappropriate material be found the Multi Agency Safeguarding hub would be contacted immediately.

The policy was reviewed at a meeting of the Pre-School held on

Signed on behalf of the Pre-School