



Scalliwags Pre-School CIO

Mobile Phone Usage Policy and E-Safety (staff and visitors)

The named officer for adult E-Safety is **Tracey Brechtelsbauer**.

The named officer for E-Safety regarding children at the setting are the current Safeguarding Officers, **Carly Austin, Charlotte Traynor and Cathy Fuller**.

The Pre-School requires that parents/carers/visitors must not use mobile phones or any other electronic device which has the facility to take photographs or videos, whilst on the premises or in the garden during session times.

The Pre-School accepts that employees will bring mobile phones to work. All mobile phones are to be kept in the kitchen or office. Staff are asked to make the session manager aware that they are wearing an Apple watch or Fitbit or any other 'smart' device capable of connecting to the internet or a mobile device. Staff should use the device responsibly and are asked not to use, read or respond to any communication facilities during the session.

When on outings all staff phones will be held collectively, with the exception of the emergency phone which will be held by the Manager, Deputy or named person in charge of the outing.

Employees that need to receive or make calls during working hours are permitted to do so only if deemed absolutely necessary. The setting landline should be the first emergency contact number for staff whilst at work.

Staff are not permitted to use recording equipment on their mobile phones, e.g. to take photographs or videos of pre-school children.

Anyone found storing pictures of pre-school children on their mobile phone will be liable to disciplinary and criminal action.

Computers and Electronic Communications

Email and Internet Use

The Pre-School encourages its employees to use the internet and e-mail at work, for work related business only, where this can save time and expense. However, it requires that employees ensure that their communication is well structured and professional. If you are unsure about whether something you propose to do might breach this e-mail and internet guidance then you should seek advice from the Setting's Manager.

Scalliwags Pre-School CIO

St Andrew's Youth Hall, St Andrews Recreation Ground, Paddock Wood, Kent, TN12 6HT

Telephone: 01892 835980 E-mail: scalliwagsps@gmail.com

Registered Charity No. 1179340, Ofsted Registration No. 2515454



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Social Networking Websites

When using such websites during staff's own time and on non-work computers, please ensure you:

- Refrain from identifying yourself as working at the Pre-School.
- Do not breach the law or disclose any of the Pre-School's confidential information, defame the setting, customers or employees: bring the Pre-School into disrepute, or disclose personal data or information about any individual that could breach the Data Protection Act 2018.
- Conduct yourself in a way that is not detrimental to the Pre-School or harm working relationships between employees and service users.
- No current parents to be added as 'friends' on said sites.

Cyber Bullying

The Pre-school is committed to ensuring that all of its employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the workplace. Cyber bullying methods could include using text messages, mobile phone calls, instant messenger services, by circulating photos or video clips or by posting comments on websites, blogs or in chat rooms.

Employees who cyber bully a colleague could face criminal prosecution under various laws, including the Malicious Communication Act 1988.

This policy was adopted at a meeting of

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management
committee

Name of signatory _____

Role of signatory _____

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