Ysgol Y Faenol Playgroup

Policy Reference Number :13

Use of electronic equipment,media and publicity

Additional guidance:
Consider:

- How your use of electronic equipment such as a computer, digital camera and any social networking site may impact on your child protection policy and procedure, privacy and confidentiality policy and staff code of conduct
- Seeking professional advice on security for any internet site you may want to set up.

It is the policy of *Ysgol Y Faenol Playgroup* to place children's safety and well-being as their highest priority, while acknowledging the advantages of information and communications technology in our world.

We will do this by:

- Maintaining and implementing a rigorous child protection policy, confidentiality policy and code of conduct for staff.
- Designating the manager as the lead person for information/communications sharing.
- Ensuring all adults in Ysgol Y Faenol Playgroup are clear about their duty of care when in a childcare environment.
- Setting appropriate controls on computer use by any children in our care, including access to the internet and any software provided by Ysgol Y Faenol Playgroup or by parents or children.
- Disallowing use of social networking sites within the work place except those strictly within the terms of *Ysgol Y Faenol Playgroup*'s business.
- Having a clear expectation in our staff code of conduct that staff maintain professional boundaries in terms of their use of social network sites outside of work.

- Using Ysgol y Faenol Playgroup's designated camera for recording activities and events related to our practice for the purpose intended and no other and in line with written consents obtained and our privacy and confidentiality policy.

- Ensuring mobile phones belonging to staff members (including students and volunteers) are not brought into the childcare environment.

- Ensuring that specific and appropriate arrangements are made for any member of staff (including students and volunteers) who – exceptionally – may have a reason to maintain access to their personal mobile phone.

- Bringing to account via the disciplinary process any member of staff (including students and volunteers) who, by failing to comply with this policy, is deemed to bring *Ysgol Y Faenol Playgroup* into disrepute. This may include legal proceedings.

Media and publicity

It is our policy to place children's safety and wellbeing as the highest priority in any event that places in the public arena.

We will do this by:

- Dealing with any public attention focussed on *Ysgol Y Faenol Playgroup* through one designated person *the manager.*

- Informing parents/carers and staff on a need-to-know basis of the situation as soon as practicable and their role within it.

- Ensuring staff (including students and volunteers) have clear instructions to forward any queries from the media and/or parents/carers to the designated communications officer.

- Keeping parents/carers and staff updated and informed of any changes and impact they may have on *Ysgol Y Faenol Playgroup* and the children in our care.

This **use of electronic equipment, media and publicity** policy and procedure was passed for use in *(name of provision)*

On:

By: Position:

Date of planned review: