Use of electronic equipment, media and publicity policy and procedure

To be read in conjunction with our child protection policy and procedure, confidentiality policy and staff code of conduct.

It is the policy of Wenvoe Playgroup CIO to place children's safety and wellbeing 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 Person In Charge* as the lead person for information/communications sharing.

- Ensuring all adults in Wenvoe Playgroup CIO are clear about their duty of care when in a childcare environment.

- Setting appropriate controls on iPad use by any children in our care, including access to the internet and any software provided by Wenvoe Playgroup CIO or by parents/carers or children.

- Disallowing use of social networking sites within the work place except those strictly within the terms of Wenvoe Playgroup CIO's business.

- Having a clear expectation that staff maintain professional boundaries in terms of their use of social network sites outside of work.

- Using Wenvoe Playgroup CIO'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 confidentiality policy.

- Ensuring mobile phones belonging to staff members (including students and volunteers) are left with personal belongings in the office, unless authorised to carry for business use by The Person in Charge e.g., transitions to and from school.

- Ensuring staff members advise visitors on entry to place their mobile phones and their bags in the office. Visitors are not allowed to carry mobile phones about their person. If visitors wish to make a call whilst the group is in operation they must be supervised or leave the building.

- 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 Wenvoe Playgroup CIO 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 Wenvoe Playgroup CIO in the public arena.

We will do this by:

- Dealing with any public attention focussed on Wenvoe Playgroup CIO through one designated person usually the RI/PIC

- 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 PIC

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

This **use of electronic equipment, media and publicity** policy and procedure was passed for use in Wenvoe Playgroup CIO

On: 13/10/21

By: Sandra Morgan Position: Person In Charge

Date of planned review: Annually or sooner if changes in practice/legislation