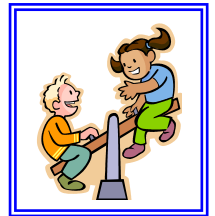




St Paulinus Pre-School

St Paulinus Centre,
Hillcrest Road,
Marlpit Hill,
Edenbridge,
TN8 6JS



Mobile Phone, Smart Watch and Social Media Policy

The intention of this policy is not to stop staff and parents from conducting legitimate activities on the internet, but to make them aware of some of the implications that may arise.

The principles in this policy should always be followed. If in doubt, then details should be discussed with the manager in the first instance.

AIM

- Our duty of safeguarding the children is maintained
- The pre school is not exposed to legal risk
- The reputation of the pre school is not adversely affected
- All staff and parents should bear in mind that information they share through social media are accessible but outside parties

Mobile Phones

- Staff are able to bring their mobile phones into pre school, but they are to be either left in their bags in the back room or put in the box in the kitchen. They can be checked periodically but must not enter the hall – this applies to ALL staff and visitors
- The only exception to a mobile phone being in the hall is the pre school mobile.
- We ask that parents do not enter the hall with their mobile phones, they should be kept out of sight.
- If during any events that parents attend and take photos on their mobile phones, we ask that they do not share them on social media if the photo's contain another child.
- The only mobile phone permitted to be used within the pre school for photo's or videos is the pre school mobile.
- If a member of staff need to make or take a call from their mobile they are to do this outside the pre school or in the kitchen only. The pre school mobile number can be given out to be used in emergencies.

Smart Watches

- Smart watches can be worn by staff, as long as they do not contain a SIM.

- The watch will not be used to accept phone calls or to use the camera (not possible without a SIM)
- The watch should not distract from the work at pre school, if it does you will be asked to remove it.

Social Media

- No reference to St Paulinus Pre School, the children or families who attend will be made on staffs personal social media sites.
- If a member of staff allows parents to view their social media pages, they must maintain a professional relationship at all times.