

# Wanborough Playgroup

Registered Charity Number 1026150

Ofsted Registration Number: 109096



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## Social Networking, Mobile Phone, Computers, Phones, Cameras and Electronic Communications Policy

### Policy statement

#### **Telephone use**

Wanborough Playgroup provides its employees with access to the telephone for work-related purposes. The setting phone number can be given to family/friends for emergency contact situations.

All mobile phones are placed on the kitchen hatch during the session (daily checklist for main room ensures this is checked before the children enter the setting) where they should remain until the end of the session. However, if there is an urgent personal call that you need to make, then you are able to use Playgroup's telephone or use your personal mobile, provided that this does not interfere with your work, nor take up an unreasonable amount of time. You will need the permission of the supervisor who will advise you where you may make that call.

#### **Cameras**

Playgroup provides 2 cameras which are used to take photos of children in the setting to be used in their Learning Journeys. Photos are only to be used for this purpose and are stored safely and are not used on the website or any media outside the setting unless parental permission is sought. The camera is never taken into the toilet area. When enrolling their child, parents sign to say that they consent to photographs/videos being taken of their child (Personal Records Form).

#### **Notices**

Notices are displayed in our cloakroom and on boards in the main room requesting that all visitors to the setting do not use mobile phones/cameras when in the setting. All parents/carers/visitors to the setting are asked to put their mobiles on the hatch until they leave the setting.

#### **Personal blogs**

You are free to set up personal weblogs or 'blogs' on the internet, provided that they do not breach the law or disclose any of the early years setting's confidential information, breach copyright, defame Wanborough Playgroup or its stake holders or employees; bring the organisation into disrepute, or disclose personal data or information about any individual that could breach the Data Protection Act 1998.

### ***Social networking websites***

Wanborough Playgroup respects employees right to a private life. However, Playgroup must also ensure that confidentiality and its reputation are protected. It therefore requires that if you use social networking websites to:

- refrain from identifying yourselves as working for Wanborough Playgroup;
- ensure that you do not conduct yourself in a way that is detrimental to Wanborough Playgroup; and
- take care not to allow your interaction on these websites to damage working relationships between staff members and stakeholders of Wanborough Playgroup.
- Refrain from making friend requests to Playgroup Parents but may accept a friend request made by a parent

### ***Cyber bullying***

Wanborough Playgroup 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 work place. Wanborough Playgroup can provide clear guidance on how bullying and harassment can be recognised. 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 web sites, blogs or in chat rooms. Personal blogs that refer to colleagues without their consent is also unacceptable. Employees who cyber-bully a colleague could also face criminal prosecution under various laws, including the Malicious Communications Act 1988.

### ***Internet Use in the Setting***

Staff may use the laptop to access the internet for items relating to their job i.e. training, research etc. Staff may not access social networking sites during working hours. Any misuse of the internet by staff members may lead to disciplinary procedures being actioned. We do not use the internet with the children.

### ***Monitoring***

Wanborough Playgroup reserves the right, but not the duty, to monitor any and all aspects of its electronic resources. This includes: data, email and voice mail boxes, and other employer provided electronic storage systems. Wanborough Playgroup also reserves the right for business and security purposes to audit and monitor the information on all systems, electronic mail, telephone and information stored on computer systems or media, without advance notice. Wanborough Playgroup also reserves the right to retrieve the contents of any employee communication in these systems.

This process is in place to maintain the integrity of Wanborough Playgroup setting's electronic systems, the rights of the other users, and to ensure compliance with Wanborough Playgroup's settings policies and obligations.

## Legal framework

Data Protection Act 1998.

Malicious Communications Act 1988

This policy was adopted at a meeting of

Wanborough Playgroup

Held on

3<sup>rd</sup> December 2012

Date to be reviewed

December 2013

Name of signatory

Ali Petherbridge

Role of signatory (e.g. chair/owner)

Chairperson

Reviewed at a meeting of

Wanborough Playgroup

Held on

10<sup>th</sup> February 2014

Signed on behalf of the management committee

Name of signatory

Ali Petherbridge

Role of signatory (e.g. chair/owner)

Chairperson

Date to be reviewed

February 2015