



Safeguarding children policy – Mobile phones, cameras and social networking

Parent/ carers responsibilities

- Parents will not post anything on a social network site such as Facebook, Instagram, X (Twitter) that could be construed to have any impact on the Pre-School reputation and their staff.
- Parents/ carers and family members must not post any photos or videos taken at our setting on the internet that contain images of more than just your own child including websites such as Facebook.
- The use of mobile phones or photographic equipment is not permitted and will not be tolerated within the setting. This is in line with Surrey Safeguarding Children's board legislation.

Staff responsibilities

- Staff must be aware of their responsibilities to the Pre-School when using social networking sites. Our confidentiality policy must be adhered to at all times, even outside of working hours. It is important to maintain your status as a professional childcare worker and therefore we would urge you to think twice before fostering online friendships with parents. Disciplinary action could result if the Pre-School is brought into disrepute.
- Staff are bound by our confidentiality policy and staff code of conduct to act responsibly with regards to online networking.
- Staff must not post anything onto a social network site such as Facebook, Twitter that could be construed to have any impact on the Pre-School reputation.
- Staff must not post photos related to the setting on any internet site including children, colleagues, parents or the Pre-School branding (uniform).
- Staff must not post anything onto social networking sites that would offend any member of staff or parent using the Pre-School.
- At times a professional photographer may be invited in to take photographs of the children. The visitor will not be left unsupervised and parents will be informed in advance that they will be attending and can opt out of the photographs.

This policy has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date

This policy will be reviewed: Spring 2027

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:



Date: