

## St Margaret's Nursery and after School Club - Electronic Policy

### **Statement of intent**

Our Setting will support staff to safeguard children in relation to the use of electronic equipment.

### **Aim**

We aim to make parents and staff aware of the issues involved in the use of electronic equipment within the setting and to work along the principles of safeguarding all of our children.

### **Methods**

To ensure all staff leave mobile phones in the staff room or in their lockers.

Help staff to ask parents and visitors to not utilise mobile phones, cameras or recording equipment within the setting, unless otherwise given permission.

Only the nursery camera to be used to take pictures of the children and the pictures to be downloaded on the nursery computer only, these pictures are to be deleted once a term.

We work along the confidentiality policy, all paper work carried out and completed outside of the nursery building is non sensitive and does not directly link back to the children within the setting.

Staff are to remain professional whilst utilising social networking sites, staff must not to add parents, work experience or students onto their social networking sites. Staff are aware of the confidentiality policy and are not to discuss work issues over these websites.

Staff are supported in safeguarding children and remaining confidential whilst out of the nursery.