

18. Use of Electronic Equipment, Media and Publicity policy and procedure

To use with our child protection policy and procedure, confidentiality policy and staff code of conduct.

It is the policy of Bradley Playgroup 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 Amy Cheetham as the lead persons for information/communications sharing.
- Ensuring all adults in Bradley Playgroup are clear about their duty of care when in a childcare environment.
- Setting appropriate controls on computer use by any children in our care, including access to the internet and any software provided by Bradley Playgroup or by parents/carers or children.
- Disallowing use of social networking sites within the work place except those strictly within the terms of Bradley Playgroup's business.
- Having a clear expectation that staff maintain professional boundaries in terms of their use of social network sites outside of work.
- Using Bradley Playgroup'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 not used during session unless for purposes of work or in any other instances need to be agreed with the person in charge.
- 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 Bradley Playgroup 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 Bradley Playgroup in the public arena.

We will do this by:

- Dealing with any public attention focussed on Bradley Playgroup through designated persons Amy Cheetham.
- 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 designated communications officer.
- Keeping parents/carers and staff updated and informed of any changes and impact they may have on Bradley Playgroup and the children in our care.
- Our GDPR policy states how pictures will be used.
- **Ensuring that children's photos are only placed on social media sites once consent has been given.**

This **Use of Electronic Equipment, Media and Publicity** policy and procedure was passed for use in Bradley Playgroup

On: 1st April 2022, 30th April 2021, 01/04/19, 24th April 2018

Amended on: 17th September 2021, 04 October 2019, 3rd July 2018, 13th July 2017,

By: Amy Cheetham

Position: Lead Supervisor

Date of planned review: March 2023