



## **Mobile Phone/Confidentiality of Communication**

### **EYFS overarching legal requirement:**

Providers must be alert to any issues for concern in the child's life at home or elsewhere. (3.4 pg 16)

**Every Child Matters Outcome:** Stay Safe

### **Policy**

We are committed to ensuring that the children in our care are safe and secure.

Recent events have highlighted the misuse of different forms of social networking sites and mobile phone photography.

We strictly forbids the use of any mobile phones and the use of any form of communication regarding any children they may care for on social networking sites.

### **Procedure**

- The Nursery ensures that all new members of staff are inducted and are aware of the Confidentiality Policy and that mobile phones are strictly forbidden whilst in the base rooms with the children. Staff members sign to say they have read and understood these procedures.
- All staff mobile phones must be signed in and out of the office each day and times are recorded for further evidence of security. These are then kept in a box within the Manager's office
- Staff members are only able to take photographs of any children in the Nursery for nursery use and with the Nursery camera.
- Only members of the management team are authorised to take any photographic material to be developed.



- Staff members are informed at induction that any communication of child details, information or photography inside or outside of the Nursery by any means e.g social networking sites such as Facebook, Twitter or any other, is strictly forbidden. Anyone found doing so will be immediately suspended pending an investigation which could lead to their dismissal and possibly criminal investigations.
- Any staff member found with any photographic documentation on their mobile phones of any child attending the Nursery will immediately be suspended and asked to attend an investigatory meeting.
- Staff are informed at Induction and regular staff meetings that children's telephone numbers, addresses, names and any other personal information must not be passed on to any individual at any time.
- Planning sheets are filled in with the child's names omitted.
- Children's personal information is kept in a locked cabinet in the Manager's office and can only be accessed by the Management.

Date created: June 2017