

Mobile Phone, Camera Policy, Social Networking Policy AND Internet Use - (within Caterpillars)

- No personal mobile phones or cameras are to be kept on any persons within the setting; they are to be placed in filing cabinet (labelled) in office, during their working hours.
- No photographs can to be taken on the settings mobile phone, as camera has been blacked out.
- Any visitors entering the setting will be asked to ensure that their phone is put away in a named filing cabinet situated in the office.
- All parents give parental consent for keyperson photo's to be taken for their records, and permission is obtained for publicity, advertising or website use.
- All staff are asked for any personal incoming calls whilst at work to come through the Caterpillars' telephone number, so your own personal mobile is not required.
- Staff must not use social networking sites – in relation to Colyton Caterpillars either directly or in indirectly, this is due to all social networking websites being open to the public domain and the confidentiality of our professional roles.
- If staff do use social networking sites – Staff must not state in relation to your job at Caterpillars where you work or your job description or any comments related other staff, children or how they are feeling about work.
- Staff must not have photographs of children who attend the setting on their personal social media account.
- Any photographs or comments left that are inappropriate or show inappropriate behavior by staff members will be subject to disciplinary action and will need to be removed.
- We use the setting computer for use of accounting purposes in line with our accounting program Quicbooks to upload expenses to our accounts. This app is used outside of the setting within the office area and at times of public purchases.

If staff fail to adhere to these policy requirements it will be referred to the disciplinary procedure policy.

Internet Use within setting

Only administrator, secretary, treasurer, manger, SENCO or deputy managers are allowed to access this facility, occasionally it will be necessary for committee members to access this facility.

If staff fail to adhere to these policy requirements it will be referred to the disciplinary procedure policy.

This Policy adopted by Colyton Caterpillars on.....

Signed By.....

