



Stepping Stones

Parent/Carer Mobile Phone and Social Networking Policy

Statement of Intent

It is the intention of Stepping Stones to provide an environment in which information can be shared and children, parents, carers and staff are safe from images being recorded and inappropriately used. Stepping Stones acknowledges social networks are very popular and used by all ages and society. The most popular social networks are web based, commercial, and not designed for educational use. They include sites like **Facebook**. For individuals, social networking sites provide tremendous potential opportunities for staying in touch with friends and family.

Parental Guidance

Social Networking

- Stepping Stones has an Official Facebook page which you are encouraged to access.
- Our staff are advised not to accept invitations from children, parents/carers to “friend” on social networking sites and to do so may put them in a difficult working position. We expect them to maintain a professional relationship with you that is not compromised by sharing information on a social networking site.
- Similarly we would ask you not to post information on your site that could affect other families and their children from our setting. This particularly would apply if children’s names or photographs were to appear in the context of our setting.
- We would always take legal advice if Stepping Stones were to be quoted in a defamatory way on a social networking site

Mobile Phones

- Mobile phones must not be used in the playrooms for safeguarding purposes. Parents/carers/visitors mobile phones should be switched off before entering the playrooms or preferable left outside the playroom.
- Phones should not be switched back on until parents/carers/visitors have left the playroom.
- Parents and visitors are reminded to turn their phones off during meetings held at Stepping Stones.
- Staff mobile phones should be stored outside the playrooms in lockers provided.

Taking of photographs and/video recordings on mobile phones

- For reasons of safeguarding/confidentiality **parents and visitors** are NOT permitted to take photographs or videos recordings within Stepping Stones.
- Please note that Stepping Stones obtains a signed consent form from parents stating their individual wishes regarding the taking and sharing of photographs and video recordings.
- Photographs/videos portfolio's on each child are filed separately and regularly reviewed by the Keyworkers and are available to be viewed by parents/carers