



Seedlings Pre School  
St Johns Memorial Hall

Mobile: 07525 731424

[seedlings-preschool@outlook.com](mailto:seedlings-preschool@outlook.com)

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## Confidentiality, Social Networking, Use of Mobiles & Friendships With Parents Policy

### Confidentiality

Seedlings Pre School will respect the privacy of all the children and their families who attend our pre school. We will ensure that all parents and carers are able to share their information with us in confidence and it will only be used to enhance the welfare of their children.

We will achieve this by:

- Ensuring that parents only have ready access to their own child's files, records and information.
- Staff will not discuss personal information given by parents with other members of staff except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key worker
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file (either hard copy or computer based) and are only shared with the relevant people on a 'need to know' basis.
- Any information about children, families or staff will be kept securely in a lockable file or on computer where it will be password protected allowing access only by the authorised staff members.
- Discussions or issues related to the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any visitors to the setting are advised of the need for confidentiality and sign a non disclosure agreement to say they will not divulge any confidential information that they may observe or hear within the pre school to anyone else.

### Social Networking & Use of Mobiles & Cameras

- Staff & parents must not use mobile phones within the setting other than the designated pre school mobile devices.
- There are two Designated Pre School phones. One phone is kept within the pre school at all times. The second phone is for administration and will be taken home only by the management team (Jennifer Bruton, Sally People, Gillian Skelly) for the purposes of remaining contactable by parents outside of pre school hours. The pre school phones are kept in the office. No photos should ever be taken using the pre school phone. An app is installed on both devices which disables the use of the camera. The only person who has access to the password is Jennifer Bruton.
- Parents must take calls outside of the setting and keep their phones in their bags/pockets etc at drop off times. If they are remaining in the setting for any length of time then phones



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will be locked in the store room. Parents must never take any photographs whilst in the setting even if it is only their child in the picture. Exceptions to this may occur if specifically authorised by the pre school following the written and signed agreement of all parents for instance during events such as sports day & Christmas Nativities. If photos are taken during these events they must not, under any circumstances, be posted on any social media sites.

- Staff will not use their personal mobile phones in the setting. They will be locked away in the store room or the office. If staff need to use their mobile phone for any reason during the session then they must either use it outside of the setting (providing ratios allow) or within the store room with the door closed or in the kitchen with the blinds pulled down such that there is no visibility of the children whilst they are using their mobile phone. Photos must never be taken on staff member's personal mobile phones at any time.
- Staff must not post comments on social media sites that relate directly or indirectly to any information about a child, parent or staff member at the pre school. Pre school matters should not be discussed on social networking sites.
- Staff are permitted to have parents as 'friends' on social media sites but only if they have a separate relationship with that parent outside of the pre school, for example: if they had an existing friendship with the parent, if they have children who are friends and meet for play dates, if the staff are friends with the parents and socialise with them outside of the pre school.
- Staff are not permitted to have parent's on their social media sites if they are only acquainted with them and liaise with them through pre school matters.
- Staff must not send 'friend requests' to parents. If they have a social relationship with a parent outside of the pre school then the parent must be the one to instigate any 'friendship links' on social media sites.
- If staff have any parents on their social media sites then they must notify the pre school manager and allow the pre school manager to be linked to their account and be able to view their public 'wall'.
- If a member of staff is aware of anything inappropriate that any other staff members have posted on their social media sites then they are required to inform the pre school manager, this includes friendships outside of the parameters set above, disallowed photos, posts which talk about the pre school in a derogatory or inappropriate manner, anything which highlights that they have been dishonest in their dealings with the pre school.

### Friendships with Parents

- If a staff member is friends with a parent of a child who attends the pre school then they must adhere to certain rules governing their communication with that parent.
- Staff should not send personal texts to pre school parents at any time during a session.
- If parents ask a staff member questions regarding the pre school outside of the session then the



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staff member should request that they take their question through the proper channels by either asking a staff member at drop off/pick up time, texting or calling the pre school mobile phones or emailing via the pre school email address. If a parent texts a staff member via their personal mobile then the staff member must request them to resend the text to the pre school mobile phone.

- If a staff member is 'friends' with a pre school parent on any social networking sites then they must never post any comments that relate in any way to the pre school or any child, parents or staff member who attends the pre school.
- If a staff member is friends with a pre school parent outside of the setting then they must never post any photos taken during personal time that have either the parent or the child visible.
- Staff must not discuss any confidential or sensitive information about the pre school with any parents who are personal friends.
- Staff must not discuss any pre school children, staff or parents with anybody who is not a pre school member of staff or part of an authorised agency.

### Pre School Mobile Devices & cameras

- Within the setting we make use of cameras to take photos for children's learning journeys. These are uploaded to Tapestry.
- These cameras do not have mobile network connectivity and will not support sending photos via multi media messaging.
- They will be connected to the pre school computer for the sole purpose of uploading any observations to the secure software server.
- All mobiles are password protected and do not store any personal information on the children other than their name, their observations and their photo evidence.
- Mobile device must never be used to send photos or information about the children to anything or anyone other than the designated observation software server Interactive Learning Diary.
- There will be two mobile phones within the setting that are activated with sim cards. These are the pre school contact phones.
- They will not be used to send any photos via any messaging method.
- Both mobile devices have an app installed which disables the use of the camera. The only person who has access to the password to change this is the owner, Jennifer Bruton
- They will only be used for the following:
  - Sending the daily update messages with information about our activities that day – these will not include any specific information about any child
  - Sending and receiving messages from parents related to pre school matters. The child's full name will not be used at any point and any sensitive information about a child such as their date of birth etc will not be sent by the pre school via text.
  - Making and receiving phone calls related to pre school matters.



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- Pre school mobiles must not be used at any time within the toilet area of the pre school.

**Policy reviewed:** April 2017  
**Written by:** Jennifer Bruton – Pre School Owner  
**Review Due:** April 2018