**Staff, Visitors & Parents Communications Policy**

**Policy Statement**

Telephone Use Inc: Mobile phones, Any device with a camera

The early years setting provides its employees with access to the telephone for work-related purposes. The setting phone number can be given to family/friends for emergency contact situations.

All mobile phones will be placed on top of the filing cabinet/staff cupboard and access will only be allowed while the children are present (8:45am-2:45pm) at the Manager's discretion.

However, if there is an urgent personal call that you need to make, then you are able to use the early years settings telephone provided that this does not interfere with your work, nor take up an unreasonable amount of time. You will need the permission of the Manager.

**Personal Blogs**

You are free to set up personal weblogs or 'blogs' on the internet, provided that they do not breach the law or disclose any of the early years settings confidential information, breach copyright, defame the company or its suppliers, customers or employees; bring the organisation into disrepute, or disclose personal data or information about any individual that could breach the Data Protection Act 1998.

**Use of Phones/cameras/photos/videos**

No phones/cameras/videos are to be used within the fenced area of Greendown Playgroup without specific prior consent or the Manager.No photos/video taken within Greendown Playgroup or Lydiard Park Academy are to be copied, scanned or posted on the internet (including social network sites eg. Face book) or any other media without the specific prior consent of the Manager.

**Social Networking Websites**

The early years setting respects employees right to a private life. However, the early years setting must also ensure that confidentiality and its reputation are protected. It therefore requires that if you use social networking websites to:

* refrain from identifying yourselves as working for the early years setting;
* ensure that you do not conduct yourself in a way that is detrimental to the early years setting; and
* take are not to allow your interaction on these websites to damage working relationships between members of employees and service users of the early years setting
* the setting requires that current parents of children in the setting are not nominated as friends on such sites during their child's time at the setting.

**Cyber Bullying**

The early years setting is committed to ensuring that all of its employees are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated in the work place. The early years setting can provide clear guidance on how bullying and harassment can be recognised. Cyber-bullying methods could include using text messages, mobile phone calls, instant messenger services, by circulating photos or video clips or by posting comments on web sites, blogs or in chat rooms. Personal blogs that refer to colleagues without their consent is also unacceptable. Employees who cyber-bully a colleague could also face criminal prosecution under various laws, including the Malicious Communications Act 1988.

**Monitoring**

The early years setting reserves the right, but not the duty, to monitor any and all aspects of its electronic resources. This includes: data, e-mail and voice mail boxes, and other employer provided electronic storage systems. The early years setting also reserves the right for business and security purposes to audit and monitor the information on all systems, electronic mail, telephone and information stored on computer systems or media, without advance notice. The early years setting also reserves the right to retrieve the contents of any employee communication in these systems.

This process is in place to maintain the integrity of the early years settings electronic systems, the rights of the other users, and to ensure compliance with the early years settings policies and obligations.

**Legal Framework**

Data Protection Act 1998

Malicious Communications Act 1988

This policy was adopted at a meeting of Greendown Playgroup

Held on

Signed on behalf of the Playgroup