



St Marys Pre-School  
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### **03 Use of electronic equipment, media and publicity policy and procedure**

**It is the policy of St Marys Pre-School to place children's safety and well-being as their highest priority, while acknowledging the advantages of information and communications technology in our world.**

**We will do this by:**

- Maintaining and implementing a rigorous child protection policy, confidentiality policy and code of conduct for staff
- Designating Alana McHugh and Gwendy Sydenham as the lead persons for information/communications sharing
- Ensuring all adults in St Marys Pre-School are clear about their duty of care when in a childcare environment
- Setting appropriate controls on computer use by any children in our care, including access to the internet and any software provided by St Marys Pre-School or by parents or children
- Disallowing use of social networking sites within the work place except those strictly within the terms of St Marys Pre-School's business
- Having a clear expectation in our staff code of conduct that staff maintain professional boundaries in terms of their use of social network sites outside of work
- Using St Marys Pre-School's designated camera for recording activities and events related to our practice for the purpose intended and no other and in line with written consents obtained and our privacy and confidentiality policy
- Ensuring mobile phones belonging to staff members (including students and volunteers) are not brought into the childcare environment unless it is the designated personnel named above for the businesses purposes.
- Ensuring that specific and appropriate arrangements are made for any member of staff (including students and volunteers) who – exceptionally – may have a reason to maintain access to their personal mobile phone

- Bringing to account via the disciplinary process any member of staff (including students and volunteers) who, by failing to comply with this policy, is deemed to bring St Marys Pre-School into disrepute. This may include legal proceedings.

## **Media and publicity**

**It is our policy to place children's safety and wellbeing as the highest priority in any event that places St Marys Pre-School in the public arena.**

### **We will do this by:**

- Dealing with any public attention focussed on St Marys Pre-School through three designated persons Alana McHugh, Gwendy Sydenham and Debbie Williams.
- Informing parents and staff on a need-to-know basis of the situation as soon as practicable and their role within it
- Ensuring staff (including students and volunteers) have clear instructions to forward any queries from the media and/or parents to the designated communications officers
- Keeping parents and staff updated and informed of any changes and impact they may have on St Marys Pre-School and the children in our care.

This **use of electronic equipment, media and publicity** policy and procedure was passed for use in St Marys Pre-School

On:

By:

Position:

Date of planned review: