**Use of Electronic Equipment, Media and Publicity policy and procedure**

**To use with our child protection policy and procedure, confidentiality policy and staff code of conduct.**

**It is the policy of Little Chicks to place children’s safety and wellbeing 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 Wendy Howe as the lead person for information/communications sharing.
* Ensuring all adults in Little Chicks 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 Little Chicksor by parents/carers or children.
* Disallowing use of social networking sites within the work place except those strictly within the terms of Little Chicks business.
* Having a clear expectation that staff maintain professional boundaries in terms of their use of social network sites outside of work.
* Using Little Chicksdesignated camera or I Pad 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 confidentiality policy.
* Ensuring mobile phones belonging to staff members (including students and volunteers) are not used during session unless for purposes of work or in any other instances need to be agreed with the person in charge.
* 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 Little Chicks into disrepute. This may include legal proceedings.( see disciplinary policy)

**Media and publicity**

**It is our policy to place children’s safety and wellbeing as the highest priority in any event that places Little Chicks in the public arena.**

**We will do this by:**

* Dealing with any public attention focussed on Little Chicks through one designated person Wendy Howe.
* Informing parents/carers 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/carers to the designated communications officer.(Wendy Howe)
* Keeping parents/carers and staff updated and informed of any changes and impact they may have on Little Chicks and the children in our care.

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| This **Use of Electronic Equipment, Media and Publicity** policy and procedurewas passed for use in Little Chicks,On: October 21By: Wendy Howe Position: Lead SupervisorDate of planned review: October 22 |