



## Use of Electronic Equipment, Media and Publicity Policy and Procedure

**It is the policy of Kinnerton Little Acorns 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 the Childcare Leads and Administrative Manager as the lead people for information and communications sharing.
- Ensuring all adults in Kinnerton Little Acorns 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 Kinnerton Little Acorns or by parents or children.
- Banning the use of social networking sites within the workplace except those strictly within the terms of Kinnerton Little Acorns' 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 Kinnerton Little Acorns' designated camera or iPads 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/smart watches belonging to staff members (including students and volunteers) are not used in the childcare environment.
- Ensuring mobile phones/smart watches belonging to the children are not used in the childcare environment.

- 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 Kinnerton Little Acorns 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 Kinnerton Little Acorns in the public arena.**

**We will do this by:**

- Dealing with any public attention focused on Kinnerton Little Acorns through one designated person as the Administrative Manager.
- 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 officer.
- Keeping parents and staff updated and informed of any changes and impact they may have on Kinnerton Little Acorns and the children in our care.
- Under the Copyright, Design and Patents Act 1988, permission is needed from the relevant copyright holders- those who create, record and publish music-in order to play or perform music in public. To get permission to play and perform music in public, businesses across the UK must purchase TheMusicLicence from PPL PRS: <https://pplprs.co.uk/get-themusiclicence/>

|                                                                                                                                 |                                  |
|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>This Use of Electronic Equipment, Media and Publicity Policy and Procedure was passed for use in Kinnerton Little Acorns</b> |                                  |
| On: 17 <sup>th</sup> July 2024                                                                                                  |                                  |
| By: Kayleigh Ho                                                                                                                 | Position: Administrative Manager |
| Date of planned review: 1 <sup>st</sup> July 2025                                                                               |                                  |