

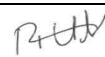



Clybiau Llywodraethwyr a
Chylch Chwarae

Gresffordd Gresford

Governors' Clubs and Playgroup

Use of Electronic Equipment, Media and Publicity Policy

Equality Act Impact Assessment	YES	NO	Ionawr 2025
Last Review Date	Ionawr 2025		
Date to be reviewed	February 2026		
Date Adopted by Management Committee	19.02.2025		
Responsible Individual - Mr Richard Hatwood			
Chair of Management Committee – Mrs Jan MacDonald			

1. Introduction

It is the policy of GGCP 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 safeguarding policy, confidentiality policy and code of conduct for staff.
- Designating (Richard Hatwood) as the lead person for information/communications sharing.
- Ensuring all adults in GGCP 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 GGCP or by parents or children.
- Disallowing use of social networking sites within the workplace except those strictly within the terms of GGCP'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 GGCP'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 / Smart watches belonging to staff members (including students and volunteers) are not brought into 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 GGCP into disrepute. This may include legal proceedings.

2. Media and Publicity:

It is our policy to place children's safety and wellbeing as the highest priority in any event that places GGCP in the public arena.

We will do this by:

- Dealing with any public attention focussed on GGCP through one designated person: Richard Hatwood.
- 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 GGCP 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 The Music Licence from PPL PRS: <https://pplprs.co.uk/> to show video a licence may also be required for more information read <https://www.independentcinemaoffice.org.uk/advice-support/what-licences-do-i-need/film-copyright-licensing/>.
- The Wales Safeguarding Procedures app are available for download now via the Apple App Store and Google Play Store. They can also be viewed in English at www.safeguarding.wales (link is external) and in Welsh at www.diogelu.cymru (link is external).