

**NURSERY MOBILE PHONE, CAMERA AND OTHER
ELECTRONIC DEVICES WITH IMAGING AND SHARING
CAPABILITIES POLICY**

This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, laptops, webcams, mobile telephones, tablets, and any recording devices including smartwatches.

Mobile phones, we promote the safety and welfare of all children in our care and pride ourselves on offering the children in the nursery good quality care and education. To ensure the safety and wellbeing of children, we only allow staff, parents, and visitors to use mobile phones in designated areas. Each nursery has a mobile telephone which is a standard handset with no camera and is used to make contact in certain circumstances, such as outings.

The recording, taking and sharing of images, video and audio on any mobile phone is not permitted under any circumstances for any individual entering the setting.

Within the nursery as the nursery has a landline telephone which is available throughout the day, mobile phones must be kept away from the children and stored in the designated area. This protects the children from misuse but also to protect the staff from any potential situation that could be misinterpreted.

Outside the nursery the nursery has a mobile phone to be used on an outing. This mobile phone should be switched on and audible at all times and only used to contact the nursery or a child's parents/carers in an emergency, This mobile phone is unable to take photos or videos of the children. In the event that the nursery's mobile phones that are used for outings aren't usable, the staff will take their own mobile phones, for use in the case of an emergency, they must not make or receive personal calls. The phones will not be used to take photographs of the children.

Staff mobile phones, whilst on the nursery premises all staff must ensure that mobile phones are switched off and stored in the designated place within the nursery. If for any reason you are unable to do this, please speak to the Nursery Manager/Deputy who will make sure that your phone is made secure in the office. Mobile phones **MUST NOT** be taken into any room except the staff room or office.

Any member of staff wishing to use their mobile phone during their break may do so within the staff room or office, use of mobile phones is not permitted

anywhere else within the nursery. If you are using your mobile phone in the staff room, please be considerate towards others when making calls.

Should a member of staff need to use their mobile phone in an emergency, outside of their break time they are required to agree this with the Nursery Manager/Deputy before doing so and will be expected to follow the above with regards to where the phone is used.

Parents and visitors mobile phones, whilst we recognise that there may be emergency situations which necessitate the use of a mobile phone, in order to ensure the safety and welfare of children in our care, parents and visitors are requested not to use their mobile phones whilst on the premises. If you are found to be using your phone inside the nursery premises, you will be asked to finish the call or use the designated areas. Any visitor viewing the nursery or new parent completing paperwork for their child must leave their mobile phone in the nursery office. The phones will be stored securely until the person leaves the nursery premises.

Laptops, desktops and tablets, any laptop, desktop or tablet that has a visual imaging device must not be used in the presence of the children. Any staff member or visitor who is required to use a device in a playroom, or where children are present, must ensure that the camera is disabled / covered at all times.

Smartwatches, smartwatches are not permitted to be worn by staff in the nursery. And we request that parents do not access their personal smartwatch whilst on the nursery premises.

Photographs and videos, we recognise that photographs and video recordings play a part in the life of the nursery. We ensure that any photographs or recordings taken of children in the nursery are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We obtain this permission when each child is registered, and we update it on a regular basis to ensure that this permission still stands. We ask for individual permissions for photographs and video recordings for a range of purposes including use in the child's learning journey; for display purposes; for promotion materials including our nursery website, brochure and the local press; and for use on social media platforms, we use. We ensure that parents understand that where their child is also in another child's photograph, but not as the primary person, it may be used in another child's learning journey. If a parent does not grant permission for one or more of these uses, we will respect their wishes and find alternative methods of recording their child's play or learning. Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g., cameras, mobiles, tablets, or smartwatches and may only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that parents' wishes are met, and children are safeguarded.

When special events such as the nursery graduation or Christmas play take place, additional written permission will be sought from all parents for their child to be photographed or filmed by someone other than nursery staff (e.g.,

parents, relatives). In order for photographs to be taken or filming to take place in these circumstances, all parents must give their written consent.

We ask that photos of events such as Christmas parties are not posted on any social media websites or in the public domain.

Taking Nursery Devices Home, nursery devices will not be taken home with staff and will remain secure at the nursery when not in use. If a device is taken home due to unforeseen circumstances, then the person taking this device home must contact the manager/ deputy who will decide what action needs to be taken.

Reporting concerns of misuse, if anyone suspects the misuse of mobile phones or disregard for any part of this policy, they should follow the safeguarding procedure set out in the child protection policy. If a member of the public tries to take photos or recordings of the children, staff will ask them to stop and to remove photos taken from the device, even if they are known to the child.

Please note that any breach of this policy may result in disciplinary action being taken against a member of staff in accordance with the Trust's 'Disciplinary Policy, Procedures and Guidelines' under section 2.5 'Breach of Conduct'.

Please note that for new members of staff the above policy will be covered during the induction period within the nursery.