

## **Acceptable use of mobile phones and cameras in nursery policy**

### **Policy statement:**

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns;

- Staff being distracted from their work with children
- The inappropriate use of mobile phone cameras around children

### **Mobile phones procedure**

Mobile phones are a feature of modern society and with their increasing technological sophistication the mobile phone and camera presents a number of challenges in the nursery setting.

- The high value of many mobile phones
- The integration of cameras and recording devices into phones leading to potential child protection and data protection issues
- The potential to use the phone or camera, for example texting, whilst on silent mode.
- In areas of the nursery where the use of mobile phones is prohibited the 'No Mobile Phone Zone' poster will be displayed in view for everyone to see.

In order to address these challenges Little Laura's operate the following Acceptable Use Policy:

- Mobile phones must not be used for any purpose (e.g. making calls, texting, surfing the internet, taking photos, checking the time, taking videos) on nursery premises wherever children are present.
- Staff are only allowed to use mobile phones in the office, as long as children are not present.
- Staff know that their mobile phone must be kept in the designated basket in the office concealed within their individual plastic wallet or in the staff members car. If a member of staff breaches these rules it will lead to disciplinary action.
- Parents and visitors are reminded that mobile phones must not be used for any purpose on nursery premises wherever children are present through the use of signs.
- When visitors sign in to the nursery they are reminded of our mobile phone policy and asked to turn off their phone, store it in the basket in the office or leave it in their car.

- The staff team are asked to remain vigilant and if parents, visitors or other staff members are seen using mobile phones they should raise this immediately with the individual and ask them to stop as well as raising it with the manager or leader.
- During group outings (including walks and Forest School) nominated staff members will take their mobile phone, which is to be used for emergency purposes only.
- The manager or leader in her absence reserves the right to check the image contents of a member of staff mobile phone should there be any cause for concern over the appropriate use of it.
- If inappropriate material is ever found on a staff members mobile phone then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow guidance of the LADO as to appropriate measures for the staff members dismissal.
- Failure of staff members to adhere to the contents of this policy will lead to disciplinary procedures being followed.

### **Emergencies**

If a member of staff needs to contact anyone in an emergency, then the nursery phone can be used in agreement with the manager. Members of staff can be contacted using the nursery phone.

### **Responsibility for Mobile Phones**

Little Laura's accepts no responsibility for theft, loss. Damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of staff to ensure mobile phones are properly insured and kept safely.

### **Camera's**

Photographs taken for the purpose of recording a child or a group of children participating in activities and celebrating achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard children in our care.

- Only designated nursery cameras and iPads are to be used to take any photo within the setting or on outings.
- Images taken on the cameras must be deemed suitable without putting the child in any compromising positions that could cause embarrassment or distress.
- Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the manager or leader. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the manager or leader must be asked first, and the activity supervised.

- Failure of staff members to adhere to the contents of this policy will lead to disciplinary procedures being followed.
- Photographs should be downloaded for nursery purposes only on the setting computer or laptop and deleted once they have been used.
- The ipads must be locked away in the office at the end of the day.

### **The right of parents to take photographs, videos or voice recordings**

- Parents/Guardians are not covered by the Data Protection Act 1998 if they take photographs or make a video recording for their own private use. The Act will therefore not prevent parents from taking photographs or making video recordings of their own children within the setting environment, for example, during nativity plays.
- However, parents and guardians are reminded of our Mobile Phone and Camera Use policy within the nursery and asked to adhere to this policy.
- During the registration process parents and guardians are asked to confirm they have read and accept our policies and procedures.
- Parents and guardians are allowed to take photographs and videos at special events, such as Nativity Plays and Sports Day, however we request that parents keep them for personal use only and do not post these on social media as they may contain a child, whose parents wish for them not to appear online.
- Parents and guardians must not use camera's or other recording devices without the knowledge or approval from the owner and manager, such as approval given at Special Events.
- If a parent or guardian is caught using a mobile phone, camera or recording device without prior approval from the owner or manager, they will be asked to stop immediately, and it will be reported to the owner and manager to speak to the parent or guardian about the seriousness of child protection.

### **Linked Policies and Forms**

Safeguarding Policy  
 Social Media Policy  
 'No Mobile Phone Zone' poster

### **Legal Framework**

Data Protection Act 1998  
 Human Rights Act 1998

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