

HAZELDENE NURSERY



**ACCEPTABLE USE (of camera's & mobile phones) Nursery and Foundation
POLICY
REVISED OCTOBER 2019**

APPROVED BY THE MANAGEMENT COMMITTEE ON 16TH OCTOBER 2019

TO BE REVIEWED OCTOBER 2021

ACCEPTABLE USE (of camera's & mobile phones) POLICY

Statement of intent

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:

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

Aim

Our aim is to:

☐ Have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:

Mobile Phones

☐ The Nursery and Foundation unit allows staff to bring in personal mobile telephones and devices for their own use. Under no circumstances does the nursery or Foundation unit allow a member of staff to contact a current pupil or parent/carer using their personal device.

☐ Users bringing personal devices into nursery must ensure there is no inappropriate or illegal content on the device.

☐ All staff must ensure that their mobile telephones/devices are left inside their bag throughout contact time with children. And bags are to be placed in lockers.

☐ Mobile phone calls may only be taken at staff breaks or in staff members' own time and in the designated staff area.

☐ If staff have a personal emergency they are free to use the setting's phone or make a personal call from their mobile in the designated staff area of the setting, i.e.the staff room.

☐ If any staff member has a family emergency or similar and required to keep their mobile phone to hand, prior permission must be sought from the Leader.

□ Staff (will need to) ensure that the Leader has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

□ No photographs must be taken on mobile phones at anytime

□ All parent helpers/students will be requested to place their bag containing their phone in the class safes or another appropriate location and asked to take or receive any calls in the staff room where their phone must remain.

□ During group outings nominated staff will have access to the setting's nominated mobile phone, which is to be used for emergency purposes only.

□ It is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery and Foundation Leader.

□ Concerns will be taken seriously, logged and investigated appropriately.

□ The Leader in her absence reserves the right to check the image contents of a member of staffs mobile phone should there be any cause for concern over the appropriate use of it.

□ Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.

Camera's

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

□ Only the designated nursery or Foundation classes cameras are to be used to take any photo within the setting or on outings.

□ Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

□ All staff are responsible for the location of the camera; this should be placed within the lockable class safes.

□ The camera must be locked away at the end of every session.

□ Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.

- Images must only be down-loaded by the nominated members of staff.
- If the technology is available images should only be downloaded on-site.
- Photographs should then be distributed to members of staff (keyworkers) to record in children's learning journeys.
- Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Leader.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Leader must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

September 2019