



Mobile phone and camera usage policy

Tiddlers Nursery and Pre School recognises the benefits of modern technology to support children's learning and development. The Nursery also recognises that staff may need to be contacted by family members or friends in case of emergency. This policy has been developed to safeguard children ensuring appropriate use of mobile phones and cameras in the Nursery setting

Mobile Phones

The Nursery phone is a landline. This will be used as the emergency contact for staff members. Only nursery staff may answer this phone. This phone is not equipped with a camera.

The Nursery allows staff to bring in personal mobile phones, but these are not to be used on the premises during working hours. These devices are left inside the staff members assigned locker in the staff room.

All phones are to be turned off. This applies to staff and visitors to the building. Visitors (including parents) are required to keep their phones in a pocket or bag about their person whilst in nursery.

If any staff member has a personal emergency, they are free to use the setting's phone or their own phone in the Office with the permission of the nursery manager.

It is each member of staff's responsibility to make their families, children's schools etc aware of the Nursery number as a point of contact.

Parents or visitors to the nursery are requested not to use their mobile phones whilst on the premises, however if necessary, visitors will be allowed to use their phone quietly in the office where no children are present.

No member of staff, visiting a parent or student helper can take photographs of the children at the Nursery or on any field trip on their personal mobile phone.

The Nursery Manager reserves the right to check the image content of a member of staff's, parent or visitors' mobile phone should there be any cause for concern over inappropriate use.

Should any inappropriate material be found on a staff or visitor's mobile phone then our local Authority Designated Officer (LADO), Ofsted and if necessary, the police will be contacted immediately.

Cameras

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

Signed permission from parents for photos to be taken of their children is asked for at registration of the child to the Nursery.

Only the designated cameras/tablets are to be used to take any photo within the setting or on outings. Members of staff must not bring their own cameras or video recorders into the setting.

Images taken on these devices 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 tablet; this should be placed out of reach of children when not in use.

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

Photographs are then distributed to members of staff (key workers) to record in children's Learning Journeys and used in the EY LOG online journal system to record the overall activities held at the nursery.

Any photographs of the children on display at the Nursery are taken down from the nursery walls when the setting is used for a different purpose.

Any photographs of the children used as promotion of the Nursery must not have the individual child's name attached.

In special circumstances such as the nativity play, nursery show or sports day, parents will be allowed to photograph/video their children only if all the parents of children present have given permission.

Under no circumstances must cameras of any kind be taken into the bathrooms. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Nursery Manager 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.

Date:

Signed on behalf of the nursery by:

The date for review: