



# Charters Ancaster Nursery and Forest School



## Acceptable Use of Mobile Phones, Cameras and Other 'Devices' Policy

Reviewed By: Nursery Manager

Date approved by Directors: 5th November 2019      Signature: \_\_\_\_\_

Date for Review: November 2020

### 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, smart watches and other devices around children

### Aim

Our aim is to:-

- Have a clear policy on the acceptable use of mobile phones and cameras etc 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 Phone Use by Staff, Visitors and Parents

- All staff must ensure that their mobile telephones/devices are left in a basket in the House or Chalet office throughout contact time with children.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time and in the designated staff areas.
- If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in the designated staff areas.
- If any staff member has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from the Nursery Manager.
- Staff will need to ensure that the Office 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.
- During group outings nominated staff will take a 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 Manager.
- Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).
- The Nursery Manager or Deputy in her absence, reserves the right to check the image contents of a member of staff's 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 to be taken, up and including staff dismissal.

### Use of Cameras

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years in nurseries. At this nursery parents give permission for the taking of photographs with cameras and I-pads for the purpose of recording their child's development and the inclusion of photographs of individuals or groups on 'family' online learning journey. See Online Learning Journey policy for more information. However we are aware that it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Whenever possible/appropriate, the permission of the child should be sought before photographs are taken, following NSPCC guidance.
- Only the designated nursery cameras are to be used to take any photo within the setting or on outings, unless authorised by the Nursery Manager.
- 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 cameras; these should be placed in the offices when not in use.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.
- Images should only be downloaded by nominated senior members of staff: currently, these are the Business Manager, the Nursery Manager and Deputy Manager.
- The images should be downloaded on-site, and should not leave the premises on laptops or storage devices such as external hard-drives or memory sticks.
- 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 toilet areas without prior consultation with the Manager.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager must be asked first and staff 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.

### **Images Taken by Visitors and Parents**

- We recognise that there are Nursery events where parents desire to have a record of their child's participation. Under these circumstances, we give them clear guidance that a time will be made for them at the end of the event to take a photograph of their own child in costume, but that photographs must not include any other child. Staff are vigilant to ensure that photographs or videos are not taken during the performance or event.

*For information about Social media which includes Facebook, Twitter, Whatsapp, Instagram emails etc see our Social Media policy*