

1.6 Use of mobile phones and cameras

Policy statement

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones and cameras in the setting.

Procedures

Personal mobile phones

- Personal mobile phones belonging to our staff and volunteers are not used on the premises during working hours.
- At the beginning of each individual's shift, personal mobile phones are stored in lockers or in the office if a locker is not available.
- In the event of an emergency, personal mobile phones may be used in privacy, where there are no children present, with permission from the manager
- Our staff and volunteers ensure that the work telephone number is known to immediate family and the people who need to contact them in an emergency.
- Our staff and volunteers will not use their personal mobile phones for taking photographs of children on outings. The nursery mobile phone is taken on trips only and the only circumstance that is acceptable is the Nursery Manager who will take her phone if necessary if on the trip. This is recorded in the safeguarding folder.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.

Cameras and videos

- Our staff and volunteers must not bring their own cameras or video recorders into the setting.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting whilst children are present.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Cameras are kept in the nursery office and the chip is deleted each day and photos are deleted off the computer when we have finished with these. Cameras are locked away on the weekends.
- Camera and video use is monitored by our manager in the setting
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.

- Photographs and recordings of children are only taken of children if parents provide written permission to do so (found on the individual child's Registration Form).

Use of smart watches for children, staff and parents

- Staff are informed that smart watches that include the internet or cameras are not permitted in the nursery
- If any parents or visitors have one of these watches, they are informed that this must not be used around the children, and the same rules apply that we have for mobile phones.
- Children are not allowed to bring smart watches in from home