

## Sunnybank Nursery Mobile Phone & Camera Policy

### **ACCEPTABLE USE (of camera's & mobile phones)**

#### **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 allows staff to bring in personal mobile telephones and devices for their own use. The nursery does not allow a member of staff to contact a current parent/carer using their personal device without permission from Management.
- 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 either on silent or turned off, inside their bag throughout contact time with children. Staff bags should be placed in the office unless requested by the Manager or Leader to move them to another appropriate location.
- Mobile phone calls may only be made/taken in the office. Managements permission should be requested first.
- If staff have a personal emergency they are free to use the setting's phone (please record the number in the book) or make a personal call from their mobile in the office.
- 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 Manager or Leader and the mobile phone should be placed on the desk in the office.
- Staff (will need to) ensure that the Management 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.
- All parent helpers/students will be requested to place their bag containing their phone in the office or another appropriate location and asked to take or receive any calls in the office 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 Management.
- Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).

- The Management 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 will be contacted immediately. We will follow the guidance of the LA as to the appropriate measures for the staff member's discipline/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 of 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 camera is 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 designated place when not in use.
- Images taken and stored on the camera must be downloaded as soon as possible.
- Images must only be downloaded onto a nursery computer.
- Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Management.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Management 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.

I can confirm that I have read the attached mobile phone policy and that I understand and agree to adhere to it. I have also received a copy of this policy to add to my personal Policies & Procedures file.

<b>Name</b>	<b>Signed</b>	<b>Date</b>
Alison Cannon		
Peter Cannon		
Kerry Kiwacz		
Elaine Handley		
Gemma Radford		
Teresa Costello		
Christine Law		
Sarah Radmore		
Francesca Laughton		
Rebecca Tye		
Alice White		
Stacie Hudson		
Claire Buxton		
Jill White		