ACCEPTABLE USE OF CAMERAS AND MOBILE PHONES POLICY

1. 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, thereby avoiding:
  - Staff being distracted from their work with children by using mobiles
  - The inappropriate use of cameras around children, including cameras in mobiles

2. 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:

3. Mobile Phones
1. The Nursery allows staff to bring in personal mobile telephones for their own use. Under no circumstances does the Nursery allow a member of staff to make a phone call or a text in the Nursery using a personal mobile.
2. Users bringing personal mobiles into the Nursery must ensure there is no inappropriate or illegal content on the device.
3. All staff must ensure that their mobiles are left in an appropriate inaccessible place throughout contact time with children.
4. Mobile phone calls may only be taken at staff breaks or in staff members’ own time and in the designated staff area.
5. If a staff member has a personal emergency, he or she is free to use the setting’s phone or make a personal call from their mobile in the designated staff area.
6. If any staff member has a family emergency or similar and is required to keep their mobile phone to hand, prior permission must be sought from the Head of Pre-Prep and Nursery.
7. Staff will need to make their families, children’s schools etc. aware of work telephone numbers for emergency use or sending messages. This is the responsibility of the individual staff member.
8. All parent helpers/students will be requested to place their bag containing their phone in an appropriate location and asked to take or receive any calls in the designated area.
9. During group outings nominated staff will have access to the school’s nominated mobile phones, which are to be used for school purposes only.
10. It is the responsibility of all members of staff to be vigilant and report any concerns regarding mobiles or similar devices to the Nursery Manager.
11. Concerns will be taken seriously, logged and investigated.
12. The Manager, Head of Pre-Prep and Nursery or Prep DMS 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.
13. 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.
4. 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 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.

1. Only the designated Nursery camera is to be used to take any photo within the setting or on outings.
2. Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
3. All staff are responsible for the location of the camera; this should be placed within the lockable cabinet when not in use.
4. The camera must be locked away at the end of every session.
5. Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week. Images must only be downloaded by the nominated member of staff.
6. Images must be downloaded on site. Photographs should then be distributed to members of staff to record in children’s learning journals.
7. Under no circumstances must cameras of any kind be taken into the bathrooms.
8. Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

Signed............................................................................................................................

Date........................................

Signed............................................................................................................................

Date........................................

Signed............................................................................................................................

Date........................................

This policy will be reviewed annually.

ADMoore