



Acceptable use (of camera's and mobile phones)

at Littlebrook Nursery

At Littlebrook Nursery the use of mobile phones is strictly prohibited within the following areas:

- Play rooms
- Bathrooms and toilet areas
- Communal hallways
- Kitchen
- Garden
- Sleeping areas

Parents and Visitors

Here at Littlebrook we believe the safety of all children in our care is paramount and we have taken the necessary steps to safeguard and promote the welfare of children in the Nursery. Mobile phones with a camera and/or video function are banned from within the Nursery. We appreciate there may be occasions where you may need to use your phone and ask that you either use it in the office or in the reception area. In all other cases please refrain from bringing a mobile phone in to the Nursery.

If you take photos of your child using a camera during functions and events at the Nursery, please ensure you do not take photos of other children (unless this is authorised by their parents)

Staff

Staff are strictly forbidden from using their mobile phones during work hours. Staff must switch their phones off and place them in to a locker during operating hours. You are only permitted to use your mobile phone in the staff room, during a scheduled break. In extenuating circumstances you may be permitted to use the Nursery landline to receive a

personal call, however, this must be authorised by the Nursery Manager prior to any call being received.

There are no circumstances under which any member of staff may use their mobile phone to take photos or use the video function within the setting and any such event will result in disciplinary action and dismissal.

Staff bringing personal devices such as mobile phones and cameras must ensure there is no inappropriate or illegal content on the device prior to entering the Nursery.

Staff will need to ensure the Manager has all up to date contact information and emergency contacts. This is entirely the responsibility of the individual staff member.

It is the responsibility of all staff to be vigilant regarding the mobile phone policy and report any concerns to the Nursery Manager or Room Leaders.

The Manager and Director reserve the right to check any image contents on a staff members camera or mobile phone if concerns or allegations have been made.

During trips outside the Nursery, only senior staff are permitted to take their mobile phone for emergencies. Prior to the outing, the Manager or Deputy Manager must approve the mobile phone being used during the outing. The senior staff member will be fully responsible for the phone during the trip and will ensure she/he maintains possession of the phone throughout the trip. At no time is the senior member of staff permitted to take photos using her mobile phone.

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.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request or for display purposes. In this case individual permission will be asked for each child before this event. This will ensure all photographs taken are in line with parental choice.

- Only the designated nursery camera is to be used to take any photo within the setting or during 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 lockable office when not in use.
- The camera must be locked away in the office at the end of every session.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.
- Images must only be down-loaded by the nominated senior member of staff.
- Images should be downloaded on-site. Should this facility not be available, these may be downloaded off-site and erased from the personal computer as soon as the images have successfully been printed. This must be authorised by the Manager.
- Photographs should then be distributed to members of staff (keyworkers) to record in children's learning journals.
- Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Manager or Room Leader.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager or Room Leader 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 implemented.

Internet and social networking sites

Staff may use the Office computer to access the internet for reasons relating to the nursery, to find materials and to access reports and government legislation. Staff may not access personal emails without permission from the Manager and under no circumstances are they allowed access social networking sites either via the computer or their mobile phones.

Social networks should be personal to the staff member. You should not make comments on your work place, colleagues, parents or children that may cause offence or be deemed as defamatory.

You should never put photos of the nursery or the children who attend the nursery on a staff member's profile.

*This policy was devised on 25th November 2010 by Angela Clayton (NURSERY MANAGER)

Read and Signed by:

Staff Member name:

Signature:

Date: