

1.7 Camera, mobile phone and social networking

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. We ensure that any photographs or recordings taken of children in our nursery are only done with prior written permission from each child's parent which we obtain when each child is registered.

Procedures

Personal mobile phones

- At the beginning of each individual shift, personal mobile phones must be stored in the phone box in the office.
- Personal mobile phones may be used in the privacy of the office, with permission from the manager or on breaks.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- Mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises.

Cameras and videos

- Individual permissions for photographs and video recordings for a range of purposes including:
 - use in the child's learning journey
 - for display purposes
 - for promotion materials including our nursery website
 - nursery facebook page
 - brochure; and
 - ,local press
- We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey.
 - Member of staff must not bring their own cameras or video recorders in the setting.
 - Photographs and recording of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting.
 - Photographs or recordings of children are only taken on equipment belonging to the setting and staff are not permitted to take photographs or recordings of a child on their own cameras, mobiles or other devices.

- Camera and video use is monitored by the setting manager.
- When 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 there is written permission to do so (found on the registration form).
- If a parent is not happy about one or more of these uses we will respect their wishes and find alternative ways of recording their child's play or learning.

Social Networking

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the nursery, nursery staff, parents or children.

Fitbits and I watches

Fit bits and I watches must not be worn in the nursery.

Staff must adhere to the following:

- Mobile phones are either turned off or on silent and not accessed during your working hours
- Mobile phones can only be used on a designated break and this must be away from the children
- Mobile phones should be stored safely in the mobile phone tin in the office at all times during the hours of your working day
- During outings, staff will use mobile phones belonging to the nursery. Photographs must not be taken of the children on any mobile phone.
- Staff must not post anything on to social networking sites such as Facebook that could be construed to have any impact on the nursery's reputation or relate to the nursery or any children attending the nursery in any way.
- Staff must not post anything on to social networking sites that could offend any other member of staff or parent using the nursery.
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Parents and visitors use of mobile phones and social networking

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile phone, in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobile phones whilst in the nursery or when collecting or dropping off their children.

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publicly or privately, information about any child on social media sites such as Facebook and Twitter. We ask all parents and visitors to follow this policy.

Reviewed November 2023