

Smallville Nursery Use of camera and mobile phone Policy 2022

Revised March 2023

Smallville Nursery's use of Mobile phones and cameras Policy

The welfare, protection and safety of every child in our care is of paramount importance, we take our responsibility to safeguard children seriously. We have procedures in place which we ask everyone to respect and to help promote the safety of the children in our care.

Smallville Nursery has a **no use** of mobile phones policy whilst caring for children. 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 concern of staff being distracted from their work with children and the inappropriate use of mobile phone cameras around children. The managers each have a work mobile phone. These are only to be used for work use. Any photos taken on these phones are strictly for work use only and cannot be used for any personal use. If managers do not adhere to this disciplinary action will be taken.

Mobile phones and smart watches

We believe our staff should be completely attentive during their working hours to ensure all children in the nursery receive good quality care and education. Mobile phones must **not** be used during working hours. Staff are permitted to keep their phones switched on in case of urgent calls, but they will be kept in the office, away from children and must be on silent.

Under no circumstances does the nursery allow a member of staff to contact a parent/carer using their personal device. Users bringing personal devices into nursery must ensure there is no inappropriate or illegal content on the device. All staff must ensure their mobile phones are inside the phone boxes located in the office throughout contact time with children. Staff are permitted to use their mobile phones during their lunch breaks away from the children.

The use of apple watches/smart watches etc, are also not permitted. Staff wearing smart watches will be asked to remove them and leave them locked away along with their personal mobile phones in the office.

The use of mobile phones/smart watches are in staff breaks or in staff member's own time in the designated (child free) area.

It is the responsibility of all members of staff to be vigilant and to report any concerns to the nursery manager. (See whistleblowing policy)

All urgent calls are to be taken from the main line, however if any staff member has a family emergency or similar, their mobile will be kept in the office and they will be called to take a call. Prior permission must be sought from the manager or deputy.

During group outings a nominated staff member will take the allocated nursery mobile phone out with them in case of emergency. This should only be used for emergency calls and incoming calls from the nursery, under no circumstances must a member of staff take a personal call whilst caring for children. It is the responsibility of all staff members to be vigilant and report any concerns to the Nursery Manager or Deputy Manager.

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The manager or deputy manager reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over inappropriate use of it. Should inappropriate material be found then our Local Authority Designated Office (LADO) will be contacted immediately, as well as the police. Guidance will be followed with regards to the dismissal of the staff member.

Parents & Visitors

Parents or visitors who either arrive using a mobile phone or take a call on a mobile should be immediately told to end their phone call or leave the premises. Visitors are signed into the nursery and asked to leave their personal belongings and mobile phones in the office area.

Cameras and images

Photographs are taken of the children's learning and will form part of the child's learning journal. These photographs help to document child's achievements and progress at nursery. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only the designated nursery camera/nursery tablets are 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 lockable office when not in use.
- The camera must be locked away at the end of every session.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.
- Parental permission is obtained from the parent/carers on joining the setting to the use of photographs in the setting.
- Photos taken on nursery cameras/tablets can be uploaded to our closed app 'Blossom Education' that only approved relatives of that child have access to the individual child profiles. This will only occur when we have obtained all the parents' permission. Any child whose parent has not signed the permission form for photos on social media will not have their photo uploaded.

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CCTV

There are CCTV cameras around the perimeter of the nursery. These cameras are for security reasons only and are pointed at the main entrances of the nursery – main gate door bell camera, road side near Smallville sign and camera pointing at the main reception door. The footage of these cameras will be stored in an encrypted one drive.

A ring doorbell is fitting inside the nursery but only to be used to monitor children whilst sleeping. The camera will be linked to practitioners tablets so they can monitor sleeping children. This camera is only to be used in the sleep room when children are resting.

This policy is in place to protect and safeguard both children and staff.