



# ROEDEAN MOIRA HOUSE NURSERY - CAMERA AND MOBILE PHONE POLICY 2018-2019

## 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.

## Procedure

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. Under no circumstances does the Nursery allow a member of staff to contact a current pupil or parent/carer using their personal device, for work related items.
- If a member of staff is babysitting for a parent then this is a personal arrangement between them and has no connection with the Nursery.
- Users bringing personal devices into Nursery must ensure there is no inappropriate or illegal content on the device.
- Staff must ensure that their mobile telephone/devices are left inside their bag or pocket throughout contact time with children. Staff bags should be kept in the Nursery office.
- All phone calls may only be taken at staff breaks or in staff members' own time and in the designated staff area.
- 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 Head of Nursery.
- Staff ensure that the Head of Nursery 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.
- 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 Head of Nursery.
- Concerns will be taken seriously, logged and investigated appropriately.
- The Head of Nursery 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.
- Should inappropriate material be found the matter will be referred to the Principal immediately to liaise with the Local Authority. We will follow their guidance whether the staff member's dismissal is the appropriate measure to be taken.



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## Parents' and visitors use of mobile phones

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, 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 telephones whilst in the Nursery or when collecting or dropping off their children.

## 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 of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard children in our care.

- Only designated Nursery cameras or ipads 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.
- Under no circumstances must cameras of any kind be taken into the bathrooms without the prior consultation with the Head of Nursery.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Head of Nursery 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.
- At times when staff require photographs for study purposes, consent will be sought from parents and discussed with them regarding their use.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

## **Related policies and documents**

This policy should be read in conjunction with the following policies and documents:

Employee Handbook  
Staff Handbook  
Code of Conduct for Employees  
Health Safety Handbook  
Boarding Staff Handbook  
National Minimum Standards for Boarding Schools  
ISI Handbook for the Inspection of Schools, Regulatory Requirements  
Teachers' Standards  
Departmental Handbook  
Keeping Children Safe in Education  
Safeguarding Policy  
Nursery Policies  
Complaints Policy (Parents)  
Complaints Policy (Pupils)



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POLICY REVIEWED BY SCHOOL COUNCIL: June 2018

NEXT REVIEW: May 2019