



Mobile Phone and Camera Policy

The Use of personal Mobile Phones.

Under no circumstances do we allow Employees /Staff to use Mobile Phones whilst working with children in their designated rooms.

The only times Mobile Phones are used are when the children are on an outing/trip. The phone is to be used for emergencies only, whilst on an outing. There will be 2 members of staff with their mobile phone, so we have a back up.

Staff / Employees/students/volunteers are allowed to have access to their Mobile Phones within their own time, e.g. Break times and lunch times only. Mobile Phones are kept in their personal lockers and not in the Nursery rooms.

All individuals are solely responsible for their own behavior regarding the use of their personal mobile phones and should not risk putting themselves in a compromising situation that could affect the Safeguarding of all children within the setting. This could lead to potential allegations and misconduct.

Personal mobile phones are not permitted to be used to take photos or recordings of the children within the setting or on outings with the children. Explicit written consent from the setting and the parents would have to be in place for this to happen.

Staff are not permitted to contact parents via text or phone call using their personal mobile phones, unless it is an emergency. Such emergencies can include (but not limited to) the event of a fire, sudden closing of the setting, if the setting will not open due to severe weather conditions etc.

The use of the Nursery Camera

Farthing Wood Nursery owns a digital camera which is used on all nursery floors; each staff member understands how to use it and this is used only for taking pictures of the children whilst taking part in the daily activities. The camera stays on nursery property unless on an outing where we take pictures of the children whilst they're out so we can show the parents/carers what they have been up to on their outing.

The Camera must not be used in the nappy changing area, whilst children are toileting or in the sleep rooms.

Written consent must be given from parents before photos can be taken of their child. It is made clear that photos are a part of the nursery displays but for child protection we do not name the children present in the photos.

The nursery manager or the proprietors monitor the pictures taken and will then take the camera and load the pictures on to the nursery computer where the pictures are saved for future reference (e.g. for Learning Journey files, observations, displays). We then print them out using the nursery printer and given out to each room accordingly. The camera is locked away in a draw at the end of each day on the nursery premises.

Date Reviewed- July 2016
Next Review Date- July 2017