



Mobile Phone and Camera policy (Safeguarding)

Reviewed: February 2015
Reviewed By: Elaine Boulton Nursery Owner

It is a specific legal requirement that providers have a policy that covers the use of mobile phones in the setting (p13, Statutory Framework for the Early Years Foundation Stage 2012). Little Swans Day Nursery pay regard to this when writing their mobile phone policy.

Aims of the Policy

It is our intention to provide an environment in which children, parents, guardians and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

- Staff being distracted from their work with children
- The inappropriate use of mobile phone cameras or other image recording equipment 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

In order to achieve this aim we operate the following Acceptable Use Policy:

Mobile Phones

- Little Swans Day Nursery allows staff to bring in personal mobile phones and devices for their own use. Under no circumstances does the nursery allow a member of staff to contact a current child or parent/guardian using their personal device. This also refers to personal numbers and contact details to be given out
- All mobile phones that belong to staff/apprentices/volunteers are kept in the staff room/conservatory away from the children and not accessible to staff whilst on duty. Staff is advised to give all relatives and relevant authorities the main nursery number so that they can be contacted in case of an emergency. They can only be used in the staff room/conservatory at lunchtimes. This ensures the quality of supervision and care is not compromised. This information is covered and signed for by staff/apprentices/work experience during their induction
- Mobile phones belonging to staff/apprentices and work experience are switched off and kept in a box provided in the staff room/conservatory while on duty. They are

signed in and out each time they are used during breaks, on a sheet provided daily and kept for nursery records

- At the beginning of a staff/apprentice/work experience members shift, they will turn their mobile phone off and leave in the designated area. They will be allowed access to their mobile phones on their break but this must be away from the children and in the designated staff area. After their break, all working parties must return their mobile phone back to the designated area
- If a staff/apprentice or work experience has a personal emergency they are free to use the settings landline. They can in turn speak with the manager to ask permission to make a personal call from their mobile in the designated staff area of the nursery; conservatory/staff room. If any member of staff has a family emergency they are encouraged to give the nursery number for them to be contacted on. If this is not possible for whatever reason and they are required to keep their mobile phone on, prior permission must be sought from the senior management team and the mobile phone may be placed in the office, where it can be visible at all times. Management will call the staff member through should the phone need to be answered
- Staff/apprentices and work experience will need to ensure that the manager has up to date contact information and that the staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member
- ALL STAFF apprentices and work experience are responsible at the start of the day and at the end of breaks to check that their mobile phones have been handed in
- Under no circumstances are staff/apprentices and work experience allowed to keep mobile phones in their bags or pockets whilst on the premises/duty, with no exception
- Should staff/apprentices or work experience need the use of a phone whilst on duty they are allowed access to the nursery landline located in the staff room/conservatory and at various points around the building, once they have obtained permission from a senior member of staff
- Users bringing personal devices into nursery must ensure there is no inappropriate or illegal content contained on it
- Professionals or visitors that are at the setting will be asked to keep their mobiles in the office/conservatory. If they need to make a call then this will take place in the office away from children
- The manager or owner in her absence reserves the right to check the image contents of a staff/apprentice or work experience mobile phone should there be any cause for concern over the appropriate use of it
- Should any inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff members dismissal

The Use of Mobile Phones while off the premises on Day Trips and Outings

Mobile phones have a place on outings as they are often the only means of contact available while off the premises and can be helpful in ensuring children are kept safe.

- *The statutory guidelines listed in the Statutory Framework for the Early Years Foundation Stage states that providers should take contact tele[phone numbers and a mobile phone on outings*

At Little Swans mobile phones are used when staff is off the premises on day trips/outings only. This is with permission obtained from the Senior Management Team for senior member of staff to carry their personal phone. E.G. the manager and a supervisor/qualified staff member will carry their own mobile phone on their person; this is included in the risk assessment prior to leaving the premises. They are prohibited from taking personal calls while off the premises and at no time will they use the phone for taking pictures of the children. Parent contact details will not be stored or held on a call list; if parents have been contacted for any reason while off the premises their number will be deleted once the conversation has ended. As the safety of the children is paramount, casual or inappropriate use of mobile phones accompanying children on nursery trips is prohibited at all times.

Cameras

One of the key ways we support children's development and engage parents in their learning is through photographs that record their activities and achievements that are then entered into the child's learning journey and assessments as well as display boards and multi media slide shows.

At the nursery we ask permission from parents/carers to consent to the use of cameras for appropriate recording purposes. We need to ensure that staff and children can still feel supported and make the most of the benefits of modern technology to support learning and development, whilst ensuring that children are kept safe.

Photographs taken for the purpose of recording a child or a group of children participating in activities, 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.

- Only the designated nursery camera is 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 members are responsible for the location of the cameras; this should be placed in a secure drawer when not in use
- Images taken and stored on the camera must be downloaded as soon as possible, ideally daily or a minimum of once a week
- Key people are responsible for downloading and printing their own children's photographs. These must be downloaded onto the nursery photograph data key, which **MUST** stay on the nursery site
- Any photos being taken of children should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well-being of the children who attend the nursery
- Any inappropriate use of cameras must immediately be brought to the attention of room supervisors and management
- Under no circumstances must cameras be taken into the changing/bathroom areas

- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed