



Acceptable Use of Cameras, Mobile Phones and Social Networking Sites

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.
- Users bringing personal devices into nursery must ensure there is no inappropriate or illegal content on the device.
- All practitioners must ensure that their mobile telephones/devices are left inside their bag throughout contact time with children. Staff bags should be placed in the Nursery Office unless requested by the Manager to move them to another appropriate location.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time and in the designated staff area.
- If staff have a personal emergency they are free to use the nursery phone or make a personal call from their mobile in the designated staff area of the setting, i.e. nursery office.
- 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 Manager and the mobile phone must be kept in the Managers tray. It is preferred practice that in this situation the Nursery telephone number is provided for the contact
- Practitioners will need to ensure that the Manager 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.
- All parent helpers/students/volunteers will be requested to place their bag containing their phone in the nursery office or another appropriate location and asked to take or receive any calls in the office area where their phone must remain.
- Team/Volunteers/students/parent helpers are not permitted to take photographs or recordings of the children on their mobile phones.
- If parents wish to record or take photographs of their children for any special event they must seek permission from the manager first so they can ensure all the necessary steps are taken.
- During group outings nominated staff will have access to the setting's nominated mobile phone, which is to be used for emergency purposes only.



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- It is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery Manager.
 - Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).
 - The Manager in her absence reserves the right to check the image contents of a member of staffs mobile phone should there be any cause for concern over the appropriate use of it.
 - Should 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 member's dismissal.

The Use of Camera's in the Nursery.

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 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 are responsible for the location of the camera; this should be placed in the storage unit.
- The camera must be put in the nursery office at the end of every session.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.
- Images should be downloaded on-site.
- Photographs should then be distributed to practitioners (key persons) to record in children's learning journeys.
- Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Manager.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager 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.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.



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Social Networking Site

Practitioners are not permitted to discuss or comment, using any social network site, on any issues relating to staff, children and parents of any children within the nursery or that could be related to the nursery.

Remember that anything posted online could end up in the public domain and be read by anyone.

Treat your online conversations as if you were talking with people in a public place where you can be seen and overheard.

As an employee you need to be very careful what you post online. You must at all times ensure that it does not compromise your professional role. Think before you post your comments.

Any member of staff who is found to have made a comment that could be related to the nursery, staff, parents or children can face disciplinary procedures, including dismissal.