



WILLOWDENE NURSERY SCHOOL

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MOBILE PHONE AND CAMERA/TABLET POLICY

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.

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.

Users bringing personal devices into nursery must ensure there is no inappropriate or illegal content on the device.

All staff must ensure that their mobile telephones/devices are left in the safe in the Office and are signed in and out.

If staff have a personal emergency they are free to use the setting's phone or make a personal call from their mobile in the staff room .

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 or Deputy and the mobile phone should be placed in the Managers Office.

Staff (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 visitors, parent helpers & students to Ground floor rooms will be requested to leave their phone in the Locked Safe. First floor visitors phones will be left in Office . Visitors will not be able to use their mobile phones in the Nursery.

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 Nursery Manager or Deputy.

Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).

The Manager or Deputy 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.

Tablets

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 tablet/camera is to be used to take any photo within the setting or on outings.

Images taken on this device 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 their tablet; this should be placed in the Office or suitable safe place when not in use.

Images taken and stored on the tablet must be downloaded as soon as possible, at least once a week.

Images should only be downloaded on-site.

Under no circumstances must tablets/cameras of any kind be taken into the bathrooms without prior consultation with the Manager or Leader.

If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager or Leader must be asked first and staff be supervised whilst carrying out this kind of activity.

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

Policy Amendments

1) Sept 2012 – “All parent helpers/students will be requested to leave their bag containing their phone in the appropriate location . Visitors will not be able to use their mobile phones in the Nursery”

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2) November 2015 - All visitors, parent helpers & students will be requested to leave their bag containing their phone in the Office . Visitors will not be able to use their mobile phones in the Nursery”

Changed to " All visitors, parent helpers & students to Ground floor rooms will be requested to leave their phone in the Locked Safe. First floor visitors phones will be left in Office . Visitors will not be able to use their mobile phones in the Nursery".

3)September 2016 - added the use of tablets as well as cameras.