



Personal Smartphones and media devices

The welfare, protection and safety of every child in our care is of paramount importance, we take our responsibility to safeguard children seriously. We have procedures in place which we ask everyone to respect and to help promote the safety of the children in our care.

We believe our staff should be completely attentive during their working hours to ensure all children in the nursery receive good quality care and education. Mobile phones or smart watches must not be used during working hours and are to be left in their lockers.

Staff are required adhere to the following:

- Mobile phones/smartwatches are either turned off or on silent and not accessed during your working hours.
- Any personal device brought onto nursery premises must have no inappropriate or illegal content on the device. The manager or deputy manager reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over inappropriate use of it. Should inappropriate material be found then our Local Authority Designated Office (LADO) will be contacted immediately, as well as the police. Guidance will be followed with regards to the dismissal of the staff member.
- Mobile phones should be stored safely in the staff lockers at all times during the hours of the working day. Smart watches may be worn but all notifications must be turned off to avoid distraction.
- Mobile phones/smartwatches can only be used on a designated break and then this must be away from the children.
- Under no circumstances does the nursery allow a member of staff to contact a parent/carer using their personal device.
- During outings photographs must not be taken of the children on any phones or any other information storage device apart from the designated nursery tablet.
- It is the responsibility of all members of staff to be vigilant and to report any concerns to the nursery manager (See whistleblowing policy).
- Staff must not post anything on to social networking sites such as Facebook that could be construed to have any impact on the nursery's reputation or relate to the nursery or any children attending the nursery in any way.
- Staff must not post anything on to social networking sites that could offend any other member of staff or parent using the nursery.
- If staff choose to allow parents to view their page on social networking sites this relationship must remain professional at all times.
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Parents and visitors' use of mobile phones, smartwatches and social networking

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.

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publicly or privately, information about any child on social media sites such as Facebook and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

Parents/visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures.

Outings

During group outings a nominated staff member will take the allocated nursery mobile phone out with them in case of emergency. This should only be used for emergency calls and incoming calls from the nursery, under no circumstances must a member of staff take a personal call whilst caring for children. It is the responsibility of all staff members to be vigilant and report any concerns to the Nursery Manager or Deputy Manager.

Cameras & Capturing Images

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 tablets 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; this should be placed within the lockable office when not in use.
- Parental permission is obtained from the parent/carer on joining the setting to the use of photographs in the setting.
- Photos taken on nursery cameras/tablets can be uploaded to Tapestry that only approved relatives of that child have access to the individual child profiles. This will only occur when we have obtained all the parents' permission. Any child whose parent has not signed the permission form for photos on social media will not have their photo uploaded.

This policy is in place to protect and safeguard both children and staff.