



# **Mobile Phone & Camera Policy**

April 2017

To be reviewed April 2021

The welfare, protection and safety of every child in our care is of paramount importance and we take our responsibility to safeguard children seriously.

We believe our staff should be completely attentive during their hours of work to ensure all children in the nursery receive good quality care and education.

This policy outlines the protocols for the use of personal mobile phones and cameras in the nursery school.

### **Personal Mobile Phones**

Mobile phones must be left in bags/lockers/staff room during working hours.

Members of staff can give out the school phone number (709 5114) in case they need to be contacted in an emergency.

In the event of an emergency, personal mobile phones may be used in the privacy of the office/staff room, with permission from the Head Teacher.

Mobiles may be used during lunch break and only from the office or staff room.

If members of staff take their own mobile phones on outings, for use in case of an emergency, they must not make or receive personal calls, as this is a distraction.

### **Cameras and iPads**

Only designated nursery cameras or iPads are to be used to take any photo within the school or on outings.

Photographs and video recordings of children must only be taken for valid reasons i.e. to record their learning and development, or for displays within the school.

When taking photographs for use on Twitter, school website or promotional literature, Images/videos may only be used if there is written permission to do so (found on the individual child's registration forms).

It is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Camera and video use will be monitored by the Head Teacher.

Images taken must be deemed suitable without putting the children in any compromising positions that could cause embarrassment or distress.

All staff are responsible for all school iPads and cameras; these should be put away in the ICT cupboard, when not in use.

Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Head Teacher.

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

### **Use of mobile phones/cameras for visitors**

Parents and visitors are requested not to use their mobile phones whilst on the premises.

There is an exception if a visitor's company operates a lone working policy that requires contact with their office periodically throughout the day. These visitors will be advised to use their mobile phone from either the office or the staff room where there are no children present.

Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.

Students and volunteers must also adhere to this policy.

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

This forms part of our Safeguarding Policy.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Head Teacher.

Concerns will be taken seriously, logged and investigated appropriately.