



Mobile Phone & Camera Policy

October 2021

To be reviewed October 2024

Aims

The welfare, protection and safety of every child in our care is of paramount importance and we take our responsibility to safeguard children seriously. There have been serious case reviews regarding the inappropriate and criminal use of mobile phones with cameras in Early Years settings.

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 (0151 709 5114) in case they need to be contacted in an emergency

One member of staff, usually the teacher, will leave their mobile phone in a high cupboard in the classroom. This is to aid with communication in case of a fire or lockdown scenario.

In the event of a personal emergency, with the express permission from the Head Teacher, personal mobile phones may be kept in the classroom when awaiting a call from an organisation where it is not possible to call back, e.g. some NHS departments. However, any calls must then be taken in the staff room away from the children.

Mobiles may be used during lunch breaks and only from the offices 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, Facebook, our 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). Children will never be identified by name.

Some families may not want their children's images to be used on any social media or the internet. Every room will have a list of these children displayed (with parental permission).

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. Staff should follow the Acceptable Use Policy at all times, part of our Online Safety Policy.

Under no circumstances must cameras of any kind be taken into the toilets or changing areas 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 for an information poster, 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 inside the school. The one exception to this is in Office Reception area, where families may use their phones as there are no children present.

There is also 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 e.g. Celebration Day, they will be asked to sign a form requesting that they do not upload photos of other children to Social Media.

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 policy forms part of our suite of safeguarding policies.

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.