



High Legh Preschool Nursery - Mobile Phone/Smart Watch 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.

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 and smart watches

- The Preschool allows staff to bring in personal mobile telephones and devices for their own personal use.
- Under no circumstances are staff allowed to take photographs of the children on their own personal devices.
- All staff must ensure that their mobile telephones/devices are left in the store cupboard or the staff room throughout all contact time with children.
- Mobile phone calls must only be taken during staff breaks, calls must be made/taken in the kitchen, staff room or outside of the nursery premises when and where children are not present. If staff have a personal emergency, they are free to use the settings telephone:
- Staff will ensure that they provide us with up to date contact information and staff will make their families aware that mobiles will not be used during working hours. Families wishing to contact staff members during working hours should use the Nursery telephone line. It is the staff members responsibility to ensure this number is used for emergencies only. tel no: 01925 756061
- If any staff member has a family emergency or similar and require keeping their mobile phone to hand, prior permission must be sought from the Nursery Manager and their mobile phone will be placed next to the nursery telephone.
- All parents/helpers/visitors will be asked not to use their mobile phone on the premises. If they are remaining at preschool for any length of time, they will be asked to keep their mobile phone in the kitchen for the duration of their visit. Any persons wishing to keep their bag on their person must hand in their mobile phone to the Manager who will place it next to the nursery telephone.
- During outings staff will carry a mobile phone, these will only be used for emergency purposes only. Under no circumstances must photographs be taken on these devices. The Manager reserves the right to check for images upon return to the Preschool. Photographs will be taken on the devices that are designated for the use of recording the children's achievements and experiences
- . • Staff members bringing personal devices into the setting must ensure there is no inappropriate or illegal content on the device.

- The Nursery Manager or Committee Chair reserves the right to check the image content of a member of staff's mobile phone/camera should there be any concern over the appropriate use of the device.
- Should inappropriate material be found then the Local safeguarding board will be contacted immediately. We will follow the guidance of the Local Authorities Designated Officer.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery Manager.

Camera/Video cameras:

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. All parents will be asked for consent to take pictures of their children during their time with us. Permission will also be sought to display these photographs in public view, for the purpose of showing the activities children have taken part in or to form part of a display. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only the designated nursery cameras/devices are to be used to take any photo within the setting or on outings, staff are not permitted to take photographs with their own devices.
- All staff are responsible for the location of these cameras/devices, they should be placed in the cupboard at the end of the session or when not in use.
- Images taken and stored on cameras/devices should be printed/uploaded to the children's learning journal as soon as possible, ideally once a week and then deleted.
- Images must only be downloaded on site and not onto a personal computer.
- Under no circumstances must cameras of any kind be taken into the bathroom area without prior consent from the Nursery Manager. If photographs of children in the bathroom are to be taken i.e. washing hands, then the camera/device must be placed in a prominent position where it can be seen.
- Any parents taking photographs/videos of the children other than their own must be made aware that photographs must only be used for personal use and must not be used on the internet sites such as Facebook without prior permission from the children's parents involved.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

(See Social media policy for more information regarding rules for using photographs online)