

February 2022

Reviewed by LS Feb 23

## MOBILE PHONE AND CAMERA POLICY

*“Camera” refers to any device that has a photography or recording application, this includes smart watches.*

This policy applies to staff, visitors and children within the Nursery.

Exceptions to the policy are outlined in the “Exceptions” section.

### **Mobiles**

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

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

The following devices are permitted within the Nursery setting

- The Nursery mobile phones – business use only
- The Nursery tablets (iPads) – business use only

Mobile phones must not be used during working/attendance hours

- Mobiles must be kept on silent or switched off during working hours and locked with staff belongings in the staff room. A secure area will be kept for the holding of children’s devices if required.
- Staff may only use their mobile devices on a designated break and only in child free areas of the nursery.
- Ideally a nursery mobile should be used on outings however if this is not available, staff may use work mobiles on outings for nursery
- Mobiles must never be used to take photographs of any of the children or any area of the nursery or any member of staff at work
- Personal phones must not be taken on outings

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

Concerns will be taken seriously, logged, and investigated appropriately (see Complaints Policy).

Should inappropriate material be found then SEYT, MASH and Guernsey Public Protection Unit (PPU) will be contacted immediately. We will follow their guidance as to the appropriate measures taken.

### **Camera**

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements are an effective form of recording progression. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Only the designated nursery cameras can be used to take any photo with 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 cameras, they should be placed in their designated areas in the appropriate rooms.

Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week. Images must only be downloaded by the Manager and stored on the designated records.

Under no circumstances must cameras of any kind be taken into the toilets/changing areas.

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

### **Exceptions**

In the case where a child requires the use of the internet in order to perform a set homework task, this must be cleared with the Nursery Manager ahead of time and the child can be permitted to use the Nursery computer under supervision. The Nursery computer will be logged on to a "child profile" which has full parental controls set.