

## Use of Cameras and Mobile Phones Policy

### Parents

- Parents are asked not to use their mobile phones in the presence of the children at the nursery. In the case of an emergency they would need to leave the site to make or receive a call.
- If parents wish to use their phone to take a photo of their child (or a camera), they must ask the permission of a member of nursery staff and ensure only their child is in the photo.

### Staff, students, volunteers and parent helpers

- All staff, students, volunteers and parent helpers must ensure that personal mobile phones are left inside their bags and not used for personal (non-nursery related) reasons throughout contact time with children.
- The nursery provides mobile phones which the staff use for photographing the children and for making calls between staff members.
- If staff have a personal emergency they are free to use the nursery's phone.
- Staff may use their personal mobile phones to call or text message another staff member (regarding nursery-related matters) if a nursery phone is not available or not working for any reason (eg, out of charge, no signal), but may not take photographs of the children on their personal phones.
- If any staff member has an ongoing family emergency or similar and need to keep their mobile phone to hand, prior permission must be sought from the nursery manager.
- Staff bringing mobile phones into the setting must ensure there is no inappropriate or illegal content on the phone.
- Staff will need to make their families, children's schools etc. aware of emergency work telephone numbers (nursery mobile phone numbers). This is the responsibility of the individual staff member.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the nursery manager.
- The nursery manager reserves the right to check the image contents of a member of staffs mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate disciplinary measures.

### Use of photos

- 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 phones/cameras are to be used to take any photo within the setting or on outings.
- Images taken on these iPhones must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- Into The Woods outdoor nursery may publish photos taken on the nursery phones/cameras on the Internet via the following channels:
  - a private members Flickr ([flickr.com](https://www.flickr.com)) group that is only accessible by parents/carers of children

attending the nursery;

- the nursery website ([intothewoodsnursery.co.uk](http://intothewoodsnursery.co.uk));
  - the nursery Facebook page.
  - The names of the children in the photos will not be shown under any circumstances.
  - Parents/carers who do not wish their children to appear in one or more of these places should inform the nursery manager which are/are not acceptable.
  - Any other use of photos or videos will be checked with parents/carers beforehand.
  - Staff will not share any images or videos of nursery children via any other online channel. This will be seen as gross misconduct and could result in dismissal.
  - Photos of the children will be stored in the nursery Dropbox folder, which is accessible by all staff members. Staff members are not permitted to transfer any photos out of Dropbox and into any other folder on their personal computer. This means that the nursery manager retains control over the photos.
  - Photos are permanently deleted from all nursery computers and the nursery Dropbox account after 2 months.
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## **Policy review**

Last reviewed: 12 November 2018

Last modified: 12 November 2018

Next review date: November 2020