



Bush-e-Babes Nursery School  
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## MOBILE PHONES AND CAMERAS

### USE OF MOBILE PHONES AND CAMERAS

#### POLICY STATEMENT

We will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

#### EYFS key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

#### Procedures

We carry out the following procedures to ensure we meet this key Commitment.

##### **Key Commitment**

We are committed to building a 'culture of safety' in which children are protected from abuse in all areas.

#### Mobile Phones and Social Networking

- At the beginning of each individual's shift, personal mobile phones are stored in lockers/a locked drawer
- Staff mobile phones are not to be turned on during working hours.
- Staff should give the nursery phone numbers for emergencies.
- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the nursery reputation.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery.
- Staff must not post any photos of children from the nursery on social networking sites.
- Staff leaving the nursery continue to be bound by our Code of Confidentiality, If, however, a child is considered at risk our Safeguarding Children Policy will override confidentiality.

- If staff choose to allow parents to view their page on social networking sites, then this relationship must remain professional at all time.

***If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal.***

## **Parents**

- Parents/carers may not use their mobile phones once they have entered the nursery area or until they have left the nursery area.
- We are at liberty to ask parents to put away their phone before we allow them entry.
- Parents may also wish to take photos when invited to special occasions providing there are no objections from other parents. However, they are not at liberty to post any photos on social networking sites other than that of their own children.

## **Camera Use and Photos and Social Networking and Videos**

- Permission is sought from parents before taking photos on our display boards and Bush-e-Babes website. Photographs and recordings of children are only taken of children if parents provide written permission to do so (found on the individual child's Registration Form).
- Our staff and volunteers must not bring their own cameras or video recorders into the setting.
- Photos are taken on Bush-e-Babes camera only.
- No member of staff may keep photos of children on their personal computers.
- Images may be stored on a USB solely for the purpose of using them for our website or photo board. They will be deleted immediately after.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting whilst children are present.
- Camera and video use is monitored by our setting manager who will monitor camera and video use in the setting.
- 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.

*Updated: Sept 2017*