

MOBILE PHONE, CAMERA AND RECORDING DEVICE POLICY

At Hopes and Dreams we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education.

Mobile phones and other devices that accept calls, messages and video calling

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones, smartwatches and/or fitbits during working hours.

We use mobile phones supplied by the Nursery School to provide a means of contact in certain circumstances, such as outings or evacuations.

Staff must adhere to the following:

- Mobile phones/smartwatches/fitbits are either turned off or on silent and not accessed during your working hours
- Mobile phones/smartwatches/fitbits can only be used on a designated break away from the children
- Mobile phones/smartwatches/fitbits must be stored safely in staff lockers during the hours of your working day
- The use of Nursery School devices, such as iPads, must only be used for Nursery School purposes
- The Nursery School devices will not have any social media or messaging apps on them
- Passwords / passcodes for Nursery School devices must not be shared or written down
- During outings, staff will use mobile phones belonging to the Nursery School which do not have any recording functions on them. Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only Nursery School owned devices will be used to take photographs or film videos
- Nursery School devices will not be taken home with staff and will remain secure at the setting when not in use.

Parents' and visitors' use of mobile phones and smartwatches

Parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the Nursery School or when collecting or dropping off their children.

If you are found to be using your phone inside the Nursery School premises you will be asked to finish the call or take the call outside. We do this to ensure all children are safeguarded.

Visitors are requested to leave their mobile phones or smart watches in the safety of the office where they will be locked away safely.

Photographs and videos

We recognise that photographs and video recordings play a part in the life of the Nursery School. Prior written permission from each child's parent is required before any photographs or recordings are taken. We obtain this when each child starts as part of our 'Get to know your Child questionnaire'.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child's learning journey, for display purposes, for promotion materials including our nursery website, brochure and the local press and the different social media platforms we use. We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that it may be used in another child's journey book.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles, tablets or smartwatches and may only use those provided by the Nursery School.

Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the Nursery School premises without prior consent of the manager.

The Nursery School uses iPads in the rooms to take photos of the children and record these directly on to their My Montessori Child software. We ensure that these devices are used for this purpose only and do not install applications such as social media or messaging sites onto these devices.

Staff are reminded that this policy is in line with the Nursery School's Safeguarding and Child Policy and contravention of this policy is viewed by the company to be gross misconduct and will be subject to disciplinary action up to and including summary dismissal (dismissal without notice).

This policy should be used in conjunction with our E-safety policy to ensure children are kept safe.

Reviewed on: November 2019

Signed on behalf of the Nursery School:


Next review date: November 2020