



## Acceptable use of Camera's and Mobile Phones Policy

<b>1.</b>	<b>Introduction</b> <p>Loughborough Nursery it is our intention to provide an environment in which all children, parents/guardians, visitors and staff are safe from images being recorded and inappropriately used.</p> <p>This policy aims to eliminate the following concerns:</p> <ul style="list-style-type: none"><li>• The inappropriate use of cameras and mobile phones or other image recording equipment, around children.</li><li>• Staff being distracted from their work.</li></ul> <p>Loughborough Nursery has a clear policy on the acceptable use of cameras and mobile phones which is read and understood by all parties concerned without exception</p>
<b>2.</b>  <b>2.a</b>  <b>2.b</b>  <b>2.c</b>  <b>2.d</b>  <b>2.e</b>  <b>2.f</b>	<b>Mobile Phones</b> <p>Loughborough Nursery will allow staff to bring in personal mobile telephones and devices for their own use. Under no circumstances does the Nursery allow a member of staff to contact a current child or parent/guardian using their personal device. This also refers to personal numbers and contact details to be given out.</p> <p>Users bringing personal devices into nursery must ensure there is no inappropriate or illegal content on the device.</p> <p>To ensure the safety and welfare of all the children within our care, we operate a no mobile phone policy in the Nursery. This policy is also to protect our staff members against possible allegations.</p> <p>At the beginning of a staff members shift, they will be asked to turn their mobile phone off and place them in a secure area in the staff room. At no point are personal mobile phones allowed within the Nursery.</p> <p>Staff members will be allowed access to their mobile phones on their break but this must be away from the children and in the designated staff area. After breaks, staff members must return their mobile phone back to the designated area. The management team (whoever is present and in charge on the day) will be responsible for checking this is adhered to.</p> <p>If staff members have a personal emergency they are free to use the setting's landline telephone. They can in turn speak to the Manager to ask permission to make a personal call from their mobile in the designated staff area of the Nursery. If any staff member has a family emergency or similar, they are encouraged to give the Nursery number for them to be contacted on.</p>

2.g	Staff members will need to ensure that the Manager has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
2.h	All parent/guardians, students and visitors will be requested to follow the same policy.
2.i	During group outings nominated staff members will have access to the setting's nominated mobile phone, which is to be used for emergency purposes only. This mobile phone MUST not have a camera on it.
2.j	It is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery Manager.
2.k	Concerns will be taken seriously, logged and investigated appropriately within 24 hours
2.l	The Manager reserve 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.
2.m	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 measures taken against the staff member.
3.	<b>Cameras/ iPads</b>
	Photographs are taken for the purpose of recording a child or a group of children participating in activities, celebrating their achievements and 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.
3.a	Only designated nursery cameras/iPads are to be used to take any photo within the setting or on outings.
3.b	Images taken on the cameras/iPads must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
3.c	All staff members are responsible for the location of the camera/iPad; this should be placed in the office when not in use.
3.d	The camera/iPad must be locked away in the office at the end of every session.
3.e	Images taken and stored on the camera must be downloaded as soon as possible, ideally daily or a minimum of once a week.
3.f	Under no circumstances must cameras/iPads of any kind be taken into the bathrooms without prior consultation with the Manager or Leader. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager or Leader must be asked first and staff be supervised

<b>3.g</b>	whilst carrying out this kind of activity. At all times the camera/iPad must be placed in a prominent place where it can be seen.  Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.
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**All visitors must be informed of this policy upon arrival to the setting.**

This policy was created by: Miss C Brindley

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