

The Strawberry Patch Nursery and Pre-School
1.6 Acceptable use of Mobile Phone, Smart Watch and Camera Policy

Policy Statement

“The Strawberry Patch is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment”

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

Photographs are used extensively throughout The Strawberry Patch Nursery and Pre-School, but generally to capture a particular experience or something a child has achieved. In addition, we may use photographs for the following:

- Displays of children’s work as a record of ideas and reference for future use.
- Examples of children’s play to create displays that demonstrate children’s learning.
- As part of a child’s learning journey or on-line journal, as evidence of the child’s development, to share with parents and children.
- A photo album showing areas of the nursery to demonstrate the range of activities provided. This can be shared with children, parents and visitors.
- Special events and festivals as a record and to show children and parents a range of diversity/cultural experiences.
- Photographs of staff interacting with children demonstrating good practice within the nursery.

Mobile phones and smart watches

At The Strawberry Patch Nursery and Pre-School we recognise that staff may need to have access to mobile phones on site during the working day. However, there have been a number of queries raised nationally regarding the use of mobile phones and other devices in educational settings.

Concerns are mainly based around these issues:

- Staff being distracted from their work with children.
- The use of mobile phones around children.
- The inappropriate use of mobile phones.

In order to achieve this aim, we operate the following Acceptable Use Policy:

Ensuring the Safe and Appropriate Use of Mobile Phones

- The Nursery allows staff to bring in personal mobile telephones devices for their own use. However, they must be kept in their lockers, which are located in the staff room at all times and are not allowed to be used in any part of the nursery where the children will be.
- Smart watches must have notifications disabled whilst working.
- Any Staff member who needs to contact parents/carers must do so only on the nursery phone (**01263 711229**). Under no circumstances does the nursery allow a member of staff to contact a parent/carer using their personal device.
- Users bringing personal devices into nursery must ensure there is no inappropriate or illegal content on the device.
- Staff must 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.

- Students, parent helpers, volunteers and visitors will be requested to place their bag containing their phone into the staff room following the same guidelines as the staff at the nursery.
- Upon their initial visit volunteers and visitors are informed they are not permitted to use mobile phones on the premises. If they wish to make or take an emergency call they may use the manager's office.
- During group outings (1) or Forest school sessions (2) staff will have access to the setting's mobile which is to be used for emergency purposes only. This will be a basic mobile phone with no camera or internet capabilities.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery Manager or Room Leaders. (whistle blowing)
- Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff within our child protection policy)
- The Manager or Operations Manager reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.
- If staff need to make an emergency call, they can do this on the nursery phone **(01263 711229)**.
- Mobile phone technology may not be used to take photographs anywhere within the nursery or its surroundings.

Use of Cameras

- 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 cameras are to be used to take any photo within the setting or on outings.
- There are four named camera's Baby room, main room, transition room, Pre-School room.
- No photographs are to be taken of the children using your mobile phone.
- Images taken on these camera's 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 the allocated safe place.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.
- Images must be down-loaded by the key person and distributed to members of staff to record in the children's learning stories .
- Under no circumstances must cameras of any kind be taken into the bathrooms or changing areas 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 whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.
- Neither are volunteers or visitors permitted to take photographs or recordings of the children without the nursery owner's or manager's permission.
- In accordance with the Data Protection Act (2018) photographs will be deleted from the camera and computer when they have been printed out for use, or at least within one school year.
- Parents and visitors to the nursery should not take photographs of children or the setting using either cameras or mobile phones, without permission of the Nursery Manager.

- We operate a no mobile phone policy on the nursery grounds for parents/carers, visitors and no phone should be brought on to the premises when dropping off / picking up children or attending events.

Signed: *RBaillie*

Date: September 2020

Review Date: September 2021