

Growing Together Federation

Bowerdean Nursery School
Henry Allen Nursery School
Mapledean Nursery School

Name of Policy

CAMERA, TABLET & MOBILE

Acceptable Use of Mobile Phones, Tablets & Camera Policy

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

Mobile Phones

The Growing Together Federation allows staff to bring in personal mobile telephones for their own use.

Users bringing personal mobile telephones into Nursery must ensure there is no inappropriate or illegal content on the device.

All staff/students must ensure that their mobile telephones are left inside their bag throughout contact time with children. Staff bags should be placed in the lockers/staff room unless requested by the Headteacher to move them to another appropriate location.

Mobile phone calls may only be taken during staff breaks or in staff members' own time. If staff have a personal emergency they are free to use the setting's phone or make a personal call from their mobile in the office.

If a member of staff is waiting for an emergency personal call then their phone may be left with the Office Secretary who with permission will answer and then notify the member of staff.

Staff will need to ensure that the Office 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.

All parent helpers, volunteers and visitors will be requested to place their bag containing their mobile phone in the office during their visit to the School and asked to take or receive any calls in the office area.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Headteacher or Deputy Headteacher.

Concerns will be taken seriously, logged and investigated appropriately in line with our child protection policy.

Visitors /Workmen

Mobile phones are to be left in the office. If it is necessary for visitors/workmen to have their mobile phones to implement their role effectively then they are to be supervised at all times.

Cameras

Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and are an effective form

of recording their progression in the Early Years Foundation Stage. They may also be used on our website and/or by the local press with permission from the parents.

However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Only the designated School cameras or tablets are to be used to take any photos within the setting or on outings.

Images taken on this camera 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 (5);

Images taken and stored on the camera must be downloaded on site as soon as possible, ideally once a week and then deleted.

Under no circumstances must cameras of any kind be taken into the toilet area.

Productions/Outings

Photographs may be taken during productions/outings if permission has been granted by the Headteacher or Deputy Headteacher as occasionally there are restrictions for safety reasons. If permission is granted then photographs are only for parental/carers personal use and must not be placed on any social network sites.

Failure to adhere to the contents of this policy will lead to disciplinary/safe guarding procedures being followed.

During home visits both staff members are required to take their mobile phones with them to ensure their safety.

During outings with the children the member of staff in charge is required to take their mobile phone with them for the purpose of emergency use.