



## Mobile Phone / Camera Policy



Horspath Nursery recognise that staff may need to have access to mobile phones on site during the Nursery day. However, staff/parents/carers/volunteers Mobile phones are kept in a box out of reach of children, due to the following:

- Staff being distracted from their work with children
- Safeguard concerns around mobile phones
- Inappropriate use of mobile phones

Horspath Nursery allows staff to bring in mobile phones for their own personal use. However, mobile phones must be kept in a box, out of reach of children and only used during lunch breaks. Staff who need to be contacted during the day, in an emergency should give the Nursery landline number.

If staff fail to follow this procedure disciplinary action will be taken in accordance with the staff handbook. If staff need to make an emergency call, they should do so in the main office making sure that there are enough staff in ratio to children at all times. Staff must ensure that there is no inappropriate or illegal content on the device.

Mobile phone technology may not be used to take photographs anywhere within the Nursery grounds. There is a digital camera available within the Nursery and only this should be used to record visual information within the setting.

Staff may only contact a parent/carer on Nursery approved mobile phones. When children undertake a school trip or journey, mobile phone use by adult leaders should be limited to contact the office or venues being visited, except in emergencies and then only by approved telephones.

Children should not use mobile phones within the Nursery grounds and should not bring in mobile phones (or any other recording device) to Nursery, except in exceptional circumstances about which the Nursery has been informed. In such circumstances, the child's phone must be kept in the Nursery office until they go home. Mobile phones are not permitted on trips.

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 for the staff member's dismissal.

### **Use of Mobile Phones for Volunteers and Visitors**

All volunteers and visitors must place their mobile phone in the box in the office on arrival. If they wish to make or take an emergency call, they may use the main office. Volunteers and Visitors are not permitted to take photos or recordings of any child within the setting.

## Camera usage

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 camera is to be used to take any photos within the setting or on outings.

Images taken on this camera must be deemed suitable.

All staff are responsible for the location of the camera; this should be placed in the designated box in the office when not in use.

Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week. Images must only be downloaded by the Manager or Deputy and stored on the Nursery computer.

Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Manager or Deputy. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager or Deputy 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.

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

Signed on behalf of the Management Committee:

..... Chairperson

This policy was updated by the Manager and staff and will be updated annually.  
Next due to be updated: September 2020

“Horspath Nursery is committed to safeguarding and promoting the welfare of children, families and staff at all times.”