



Safeguarding children against mobile phones and cameras

Policy statement in relation to mobile phones:

It is our intention to provide an environment either at the nursery or elsewhere in which: -

1. Staff are not distracted from their work or supervision of children.
2. Children are not distracted from their play or other activities.
3. There is no inappropriate use of mobile phones and cameras around the children.

Procedures regarding mobile phones:

- The nursery allows staff to bring in personal mobile telephones/devices for their own use. Under no circumstances does the nursery allow a member of staff to contact a current pupil or parent/carer using their personal mobile telephone or other such device.
- Staff bringing personal mobile telephone or other such devices into the nursery must ensure there is no inappropriate or illegal content on the mobile telephone/device.
- All staff must ensure that their mobile telephones/devices are left in the Manager's office in the designated phone storage box.
- Mobile phone calls may only be made at staff breaks or in staff members' own time and only in the designated staff area.
- If staff have a personal emergency, they are free to use the setting's phone or make a personal call from their mobile telephone/device in the designated staff area of the setting.
- If any staff member has a family or similar emergency and need to keep their mobile phone/device to hand, prior permission must be sought from the Manager.
- Staff need to ensure that they make their families, children's schools etc. aware of the nursery emergency work telephone numbers. This is the responsibility of the individual staff member.
- All parent helpers/student helpers will be requested to keep their phone in the designated phone storage box stored in the Manager's office.
- During group outings nominated staff will have access to the setting's nominated mobile phone (without a camera), which is to be used for emergency purposes only. Staff should not use their own mobile phones when they go on trips.
- It is the responsibility of all members of staff to be vigilant and report any concerns about inappropriate use of mobile phones/devices to the Nursery Manager.
- Concerns will be taken seriously, logged, and investigated appropriately (see whistle blowing policy).
- The Manager or Senior Leader in her absence reserves the right to check the image contents of a member of staffs mobile phone/device should there be any cause for concern over the appropriate use of it.

Policy statement in relation to Photography and Cameras:

It is our intention to provide a safe environment at nursery and prevent:

1. The possible identification of children when a photograph is accompanied by personal information.
2. The inappropriate use, adaptation or copying of images for use on child pornography websites.
3. The taking of inappropriate photographs or recorded images of children.
4. The breach of conduct orders restricting photography of specific children.

Procedures regarding Photography and Cameras:

- Photographs or other video images are 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 photo or image 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 children featured in recordings or photos must be appropriately dressed.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally at least once a week.
- All staff are responsible for the location of the camera.
- Under no circumstances must cameras or video equipment of any kind be taken into the bathrooms without prior consultation with the Manager and the Manager express authority.
- If photographs or other images need to be taken in a bathroom, i.e., photographs of the children washing their hands, then the Manager 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.

Guidelines for publishing images

- Ask for parental/carer permission to use an image of a child. This ensures that parents/carers understand how the image of their child will be used to represent the Nursery, for example on Katey's House Nursery website, wall displays within the nursery and learning journeys.
- If a photograph is used in any publication relating to the Nursery it can only give the young person's first name (no surname) or avoid naming them altogether. Personal details such as email addresses, home addresses and telephone numbers should never be revealed on a website.
- Make sure that you give adequate thought to the selection of images for use in publicity materials. Consider the images of children used on websites. Simple techniques such as digital "watermarking" may deter others from misusing images.
- Try to take photographs that represent the broad range of children participating safely in their activities. Consent must be given and should capture the diversity of the children and their activities.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being taken against the staff/student/key workers involved.

All our Policies & Procedures are crafted to ensure the highest possible standards at our setting and will be reviewed every 3 years or sooner, if necessary, in light of specific events or relevant statutory changes.