



Acceptable Use of Mobile Phones & Camera's Policy at Grace Owen Nursery School

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

Mobile Phones

The nursery allows staff to bring in personal mobile telephones and devices for their own use, in their own time, away from the children.

Users bringing personal devices into the setting must ensure there is no inappropriate or illegal content on the device.

All staff must ensure that their mobile telephones/devices are left inside their bag / locker throughout contact time with children.

Staff bags should be placed in the cupboard/office/lockers.

Mobile phone calls may only be taken during staff breaks or in staff members' own time.

It is not acceptable for any member of staff to take a photograph in the setting on their personal mobile phones.

If staff have a personal emergency they are able to use the landline telephone in the setting, with permission from the Headteacher.

If any staff member has a family emergency or similar, they are permitted to give the telephone number of the nursery to family members/partners/children.

Staff need to ensure that the headteacher 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/students will be requested to place their bag containing their phone in the cupboard/locker/office 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 nursery Headteacher or Assistant Headteacher or Safeguarding Lead.

Concerns will be taken seriously, logged and may be investigated appropriately.

Cameras

Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements. This is 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 families.

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

Families are provided with details of our uses of photographs of children at the time of their child's enrolment. They sign to confirm they agree to such usage or not.

The setting is registered with the Information Commissioners Office (ICO) and adheres to Data Protection Legislation. Only the designated nursery cameras are to be used to take any photo within the setting.

Images taken on an iPod must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

All lead staff are responsible for the location of their assigned iPod; this should be stored securely at the end of the day.

Images must be downloaded on to the staff only shared area on the nurseries hard drive.

Under no circumstances must a camera/iPod of any kind be taken into the bathrooms when in use or without prior consultation with the Headteacher when not in use.

If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Headteacher 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 may lead to disciplinary procedures being followed.

Last Reviewed October 2021