

## 1.6 Use of mobile phones and cameras

### Policy statement

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones and cameras in the setting.

### Procedures

#### *Personal Mobile Phones*

- Personal mobile phones belonging to members of staff are not used on the premises during working hours except should a situation arise that the nursery phone is unusable. The manager or deputy manager may use their phone to make necessary calls.
- At the beginning of each individual's shift, personal mobile phones are stored in a metal box in the kitchen area of the nursery. The phone is signed in when placed in the box and signed out when the member of staff finishes their shift.
- In the event of an emergency, personal mobile phones may be used with permission from the manager.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- Staff are not allowed their mobile phones on regular outings to Verulamium Park. The only phone permitted will be the owner's, manager's or deputy manager's who is leading the trip. This is to ensure staff who remain at the nursery are able to contact those on the outing and vice versa.
- Members of staff will not use their personal mobile phones for taking photographs of the children at any time.
- The owners and or manager may use their phone when needed including to take photographs for the purposes of marketing. Parents grant their permission for photographs to be used in this way. They can withdraw their permission at any time. Where photographs are taken on the owners' or manager's mobile phone these photos are deleted from their phones or as soon as they have been downloaded for the purposes of marketing.
- Parents must not to use their mobile phones whilst on the premises unless it is an emergency and they must be kept in a pocket or bag.
- When visitors, including peripatetic teachers, sign in the visitor's book they tick the "Mobile Phone" box and place their mobiles in the metal box provided. They then collect their phones upon leaving. If they have left their phones in their cars or do not have them on them, they tick the box and write "no phone" or other appropriate comment underneath. There is an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.
- Parents may use their mobile phones under exceptional circumstances, such as if a parent is non-hearing, to aid communication with staff. Parents are supervised at all times on these occasions.

### *Use of iPads and Tablets*

- iPads and tablets are permitted to be used for educational purposes e.g. the playing of music during extra-curricular activities such as yoga, French, Mandarin classes etc. No photographs are permitted to be taken on these devices.

### *Cameras and videos*

- Members of staff must not bring their own cameras or video recorders into the setting.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting or by Albany Montessori School's appointed photographer. School photographers are never left alone with the children.
- Camera and video use is monitored by the setting manager.
- Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's Registration Form).

### *NHS Track & Trace App*

- Staff must turn off the NHS Track & Trace app whilst at the setting. The app detects if you have been in close contact with someone for more than 15 minutes who later receives a positive Covid-19 test. Since all staff must put their mobile phones into one box upon arrival at the setting this is impractical and inaccurate.

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