

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.
- At the beginning of each individual's shift, personal mobile phones are stored in a box in the kitchen area of the nursery.
- 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 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 within 48 hours as soon as they have been downloaded for the purposes of marketing.
- Parents and visitors must not to use their mobile phones whilst on the premises unless it is an emergency. 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.

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, Iain Lamond, or by Brett Lenman who videos our school nativity etc. Both Iain and Brett are DBS checked.
- 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).