

## **Mobile Phones and Camera Policy**

### **Mobiles**

The welfare, protection and safety of every child in our care is of paramount importance, and we take our responsibility to safeguard children seriously. We have procedures in place which we ask everyone to respect, to help promote the safety of the children in our care. We believe our staff should be completely attentive during their hours of work to ensure all children in the nursery receive good quality care and education. Mobile phones must not be used during working hours.

- Mobiles must be kept on silent or switched off during working hours and locked with staff belongings in the staff room
- Mobiles may only be used on a designated break and only in a child free area of the nursery
- Ideally a nursery mobile should be used on outings however in the event that this is not available staff may use mobiles on outings for nursery/emergency use only
- Mobiles must never be used to take photographs of any of the children or any area of the nursery or the work or any member of staff at work. It is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery Manager. Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy). The Manager or Assistant Manager in her absence reserves the right to check the image contents of a member of staffs mobile phone should there be any cause for concern over the appropriate use of it. 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.

### **Camera**

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 photo 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 staff are responsible for the location of the camera; this should be placed in the designated area. 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 Assistant Manager, 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 Assistant Manager. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager or Assistant 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. Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

This forms part of our Safeguarding Policy.