

# Cherrytree Nursery School Ltd

## Camera and Mobile Phone Policy

Cherrytree Nursery School Ltd is committed to ensuring the safety of children in our care. We recognise the importance of mobile phones for communication and cameras for recording observations, but are aware that casual or inappropriate use of recording equipment in the Nursery School could pose a risk to children.

This policy applies to all staff, volunteers, visitors, parents and children and covers all areas of the Nursery School both indoors and outdoors. Failure to adhere to this policy will result in disciplinary action.

- Staff will not carry personal mobile phones or cameras while working. This protects staff from being distracted from their work, and from allegations of inappropriate use. Any phones/cameras brought into the premises will be kept in an agreed area in the school away from the children, and will be switched off.
- Personal mobile phones must not be used in any area within the setting or grounds; only Nursery cameras are permitted for use within the teaching (not toilet) areas.
- Nursery cameras may only be used to record children's achievements. The photos are accessed only by senior management, transferred to a password protected computer, and then printed for use in the children's individual records. The photographs are deleted from the camera after transfer, and from the computer on a regular basis.
- If staff have a break time during their working hours, they may use their mobile phones during these times, either outside the nursery school premises, or in the office in the presence of a supervisor. Where it is essential for staff to make a personal call during a session, they must, (with the agreement of the manager), make this in the office.
- A mobile phone will be taken on group outings in case of emergency, and will be used by the supervisor if needed.

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 (according to the guidelines in the Allegations against 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 the 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 disciplinary action or dismissal.

### **Visitors and parents/carers**

The school displays notices advising visitors and parents/carers that mobile phones are not to be used in the setting. If a visitor or parent/carer is seen using their mobile phone, they will be asked to turn it off or leave the premises.

### **Photographs**

It is recognised that one of the key ways to evidence children's development, and engage parents in children's learning, is through photographs that record their children's activities and achievements. Before a child starts at Cherrytree Nursery we ask the parents/carers to sign the registration form to confirm they are happy for the Nursery to take photographs of their children for the purpose of recording achievements.

Only the designated Nursery cameras are to be used to take photos within the setting or on outings. Images taken on these cameras must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.