



This policy sets out clear guidelines on the acceptable use of mobile phones, smart watches and cameras, in order to eliminate the following concerns:

- Staff being distracted from their work with children
- The inappropriate use of cameras around children.

In order to achieve this, we operate the following Acceptable Use policy

### Mobile Phones and Electronic Devices

We accept that staff, volunteers and visitors may bring mobile phones, smart watches or other electronic devices into our Nursery. However, in line with safeguarding best practice, the following procedures will apply:

- Staff, volunteers and visitors are not permitted to use any recording equipment on their personal mobile phones.
- Staff are not permitted to use personal mobile phones to make or receive calls or texts during working hours. Staff will be able to give out the Nursery's mobile or landline phone number so that they can be contactable in an emergency.
- On the exceptional occasion when staff do need to be contacted in an emergency via their personal mobile, any emergency texts or telephone calls should be answered in the nursery office only.
- Staff will be asked to leave their personal mobile phones and smart watches in a secure area for safekeeping – the Nursery office. These will be signed in and out of the appropriate storage container. Volunteers and Visitors may also be politely asked to leave their personal mobile phones in a secure area in the office.
- If a member of staff has a specific need to keep their phone with them on a particular occasion, prior permission must be sought from the Nursery Staff member in charge.
- We recognise that some visitors may need to keep their mobile phones with them. Visitors will not be left unsupervised with children at any time.
- In the event of the Nursery not having access to a landline, a mobile phone may be a necessity. However this mobile phone will not have a camera facility, and if it does the facility will be disabled.

POLICY 22 – MOBILE PHONE, ELECTRONIC DEVICES & CAMERA POLICY		Issue Date: Sept'17	Page: 1 of 3
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept' 2018



- Staff who bring personal mobile phones or any other electronic device onto the premises must ensure there is no inappropriate or illegal content on the device. The Principal reserves the right to check the image contents of a mobile phone or electronic device if there is any cause for concern over its appropriate use. Should inappropriate material be found, the Local Area Designated Officer (LADO) will be contact immediately.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Principal. If this is not deemed appropriate, then concerns can be reported directly to the Local Authority Designated Officer.

## CAMERAS

Photographs taken for the purpose of recording children participating in activities or celebrating their achievements is an effective method of observing children's progress in the Early Years Foundation Stage, and offers valuable evidence for the children's My Montessori Learning Journeys. It is essential, however, that photographs are taken and stored appropriately to safeguard the children in our care:

- Only the designated Nursery cameras are to be used to take photographs within the Nursery or on outings.
- Cameras may be sent home to gain an insight into the interests of children outside of nursery. These cameras will be sent with a blank memory card. On return of the camera images will be downloaded as soon as possible and the images deleted from the camera before the camera is used again. Pictures may be printed for the child's learning journey or for display in nursery then deleted from the computer. It is assumed that images of any other person sent in on a nursery camera can be used in the records of that child.
- Any photographs taken must be deemed suitable without putting any child in a compromising position that may cause embarrassment or distress.
- Images taken and stored on the camera should be downloaded as soon as possible. Where possible, images should be downloaded on the Nursery premises. Where this is not possible, images may be downloaded off site by the Principal, but should be erased from any personal computer once the images have been printed.
- Cameras should not be taken into the bathroom or toilet area without prior consultation with the Principal. If photographs are required, eg of children washing their hands permission must be sought from the Principal, and staff

POLICY 22 – MOBILE PHONE, ELECTRONIC DEVICES & CAMERA POLICY		Issue Date: Sept'17	Page: 2 of 3
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept' 2018



must be supervised while carrying out this kind of activity. At all times, the camera must be in a prominent position where it can be seen.

- Cameras and memory cards should be locked away in a secure place at the end of each session.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

**See also:**

- Confidentiality Policy 03
  - Work Experience Policy 12
  - Safeguarding Children Policy 18
  - Whistleblowing Policy 20
  - Mobile Phone, Electronic Devices and Camera Policy 22
- 

Signed for and on behalf of Foxglove Montessori Nursery

Lindsey Harvey (Principal) :

Date :

---

POLICY 22 – MOBILE PHONE, ELECTRONIC DEVICES & CAMERA POLICY		Issue Date: Sept'17	Page: 3 of 3
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept' 2018