



# Leasowe Nursery School & Family Centre

## Acceptable Use of Mobile Phones & Camera Policy

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

- Staff being distracted from their work with children
- The inappropriate use of cameras and iPads around children and unlawful distribution of images

In order to achieve this we operate the following Acceptable Use Policy:

### **Mobile Phones and Electronic Devices**

We accept that staff, volunteers, students and visitors may bring mobile phones and other electronic devices into Leasowe Nursery School and Family Centre.

However in line with Early Years Foundation Stage Safeguarding and Welfare Requirements (2012), the following procedures will apply:

- Staff, volunteers, students and visitors **are not** permitted to use any recording equipment (images, photographs and video) on their personal mobile phones. Staff, volunteers and students **are** permitted to use personal mobile phones to make or receive calls, in an office or staff only room during break and lunchtimes with the permission of their direct manager.
- Staff and students will be asked to leave their personal mobile phones, in their bags and kept securely away from children or in lockers.
- 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 Headteacher or nominated Deputy.
- Staff are to ensure that they give the school's main phone number out to family, friends or organisations who might wish to contact them during the working day. Messages can then be passed to staff for immediate action in case of an emergency.

- We recognise that some visitors may need to keep their mobile phones with them. Visitors will not be left unsupervised with children.
- Staff who bring personal mobile phones or any other electronic device onto the premises must ensure that there is no inappropriate or illegal content on the device. The Headteacher or nominated Deputy 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 contacted immediately.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Headteacher or nominated Deputy. If this is not deemed appropriate then concerns can be reported directly to the Local Authority Designated Officer
- When children and staff are working in the Forest School or are taken on a visit or outing, the centre's own phone will be taken to ensure contact can be made in case of an accident or incident

## **Cameras / iPads**

Photographs taken for the purpose of recording participating in activities or celebrating their achievements is an effective method of observing Children's progress in the Early Years Foundation Stage. It offers valuable evidence for the Children's Learning Journeys and gives parents and professional a record of children's time here in School, however it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only a designated setting camera / iPad are to be used to take photographs within the school or on outings.
- Any photographs taken must be deemed suitable without putting any child in a compromising position that may cause embarrassment or distress.
- Photographs will be taken both indoors and outdoors and will often contain other children in the background
- Any image of children to be used in promotional material including website will have specific parental consent and will never include names or other personal information
- Images taken and stored on the camera / iPad should be downloaded as soon as possible and stored on the School's central server or passport external drives
- Under no circumstances must cameras / iPads of any kind be taken into the bathrooms
- If photographs need to be taken in the bathroom e.g. photographs of the children washing their hands, the Team Leader must be informed

and at least two members of staff should be present. At all times the camera / iPad must be placed in a prominent place where it can be seen.

- Cameras, memory cards, iPads, passport external drives should be locked away in a secure place at the end of every session

#### Productions/Outings

Photographs maybe taken during productions/outings if permission has been granted by the Headteacher as occasionally there are restrictions for safety reasons. If permission is granted then photographs are only for parental/carers personal use and must not be placed on any social network sites.

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

## **1. STAFF – ON THE NURSERY PREMISES**

- 1.1 Staff are required to place their Mobile 'Phones in their Bags in their offices / cupboards / lockers upon arrival
- 1.2 Staff NOT permitted to have their mobile 'phones with them outside of Offices or staff rooms at any time
- 1.3 Staff are permitted to use their mobile 'phones during lunch breaks **but only away from the children.**
- 1.4 Staff may arrange to receive important calls when necessary on the landline during the working day.
- 1.5 Staff are informed of the policy upon Induction and within the Staff Handbook

## **2. STAFF – OFF THE PREMISES [on Visits or Outings e.g. Walks, Forest School etc.]**

- 2.1 Each Nursery has a designated mobile phone which does not have a camera facility
- 2.2 This Nursery Mobile Phone is taken by Group Leaders when they leave the nursery premises
- 2.3 This Nursery Mobile Phone provides essential communication when off the premises
- 2.4 Staff are NOT permitted to take their own personal mobile phones with them on outings and visits
- 2.5 The Nursery Mobile Phone is used to contact staff on outings and visits if required

## **3. PARENTS AND VISITORS**

- 3.1 Mobile phones are NOT routinely removed from Visitors when they arrive at the nursery
- 3.2 Visitors are not permitted to use their mobile phones when in contact with the children in the school
- 3.3 Visitors are not permitted to use their phones as recording devices or cameras within the school
- 3.4 Visitors are asked to be discreet and respectful should they seek to use them away from the children
- 3.5 Parents are expected to ensure they are turned off during nursery Events, Church Services, Concerts, etc

## **4. CHILDREN:**

- 4.1 We believe it is neither appropriate nor acceptable for children to bring mobile phones to Nursery

## **5. HAND HELD RECORDING DEVICES**

- 5.1. The Nursery uses iPads and Digital Cameras for the purposes of taking photographs and recording observations of the children directly through to Tapestry online learning journal website
- 5.2 These devices are safeguarded and protected as they store information directly into a secure online system where information is remotely stored (see Tapestry GDPR Policies)