

Technology policy

(Use of cameras and mobile phones)

Statement of intent

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

- Staff being distracted from their work with children
- The inappropriate use of mobile phones and cameras around children

Aim

Our aim is to have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception

In order to achieve this aim, we operate the following Technology Policy:

Mobile phones

- Children are not allowed to use mobile phones whilst on our premises, we are aware that some older children who attend our out of school care have their own mobile phones, however we ask parents to ensure that these are not brought onto our premises. Children's phones will be stored safely by a member of staff until the child is collected to go home, this is to ensure the safety of all our children.
- The staff are allowed to bring in their own mobile phones for their own use, they must make sure that there is no inappropriate or illegal content on the device.
- All staff must ensure that their mobile phones are left inside their bags throughout contact time with children. Staff bags should be placed in the kitchen unless requested by the manager or person in charge to move them to another location.
- Staff can use their mobile phones with the permission of the manager or the person in charge; they must do this in the designated staff area, away from children.
- If any staff member has a family emergency and is required to keep their mobile phone to hand, prior permission must be sought from the manager or person in charge.
- There is no landline in our setting; the manager's mobile phone is generally used as the setting's phone. If the manager is not present the person in charge is allowed to use their mobile phone as the setting's phone.
- Only the designated setting's phone should be used to contact parents/carers.
- Staff should make sure that the manager has up to date contact information and that the staff make their families, children's schools etc. aware of emergency work phone numbers. This is the responsibility of the individual staff member.
- All volunteers and visitors will be requested to place their belongings including their mobile phone in the kitchen or another appropriate location. Volunteers and visitors are not allowed to use their mobile phones around children; they can use their mobile phones with the

permission of the manager or person in charge, but are only allowed to do so away from the children.

- Only the designated mobile phone should be used during outings and must be used for emergency purposes only.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the manager or person in charge.
- The manager or person in charge reserves the right to check the image contents of any mobile phone on the premises if they have any concerns that it might have been used inappropriately.
- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO on how to deal with this matter correctly.

Cameras

We will sometimes take photographs of children in our care for the purpose of recording an observation, or to celebrate children's achievements. These photos might be used on our displays or in children's Early Years Foundation Stage Profiles. We seek parent's permission to take photographs of their children when they first join our setting. Any parent has a right to withdraw this permission in writing at any time. It is our duty to make sure that any photos taken are used and stored appropriately to safeguard the children in our care.

- We use designated nursery cameras to take photos within the setting or on outings. If the nursery camera is not available or out of order staff are allowed to use another device with the permission of the manager or person in charge.
- Any images taken must be deemed suitable without putting the child in any compromising position that could cause embarrassment or distress.
- All staff should know the location of the designated camera, this camera should be locked away safely when not in use and at the end of every session.
- Images taken should be downloaded and printed out as soon as possible, preferably on-site using the nursery's computer. Should these facilities not be available images may be downloaded off-site and erased from the personal computer as soon as they have been printed.
- Photos that have been printed and are no longer needed should be erased immediately.
- Use of cameras in the toilets is prohibited, if photographs need to be taken in the toilet areas (for example children washing their hands), prior permission from the manager or person in charge should be sought, staff should be supervised whilst carrying out this kind of activity.
- Volunteers and visitors are not allowed to use cameras on our premises unless they have been given the manager's permission.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.