



Electronic Devices with imaging and sharing capabilities; Mobile phones, smart watches, digital cameras & recording equipment, tablet PCs, social networking & e-safety policy

This policy is part of our commitment to safeguarding the welfare of children in our care. Our intention is to provide an environment reducing the following concerns:

1. Staff being distracted from their work with children
2. The inappropriate use of mobile phone cameras, smart watches, cameras, videos and images.

Mobile Phones and smart watches

- Staff, students and volunteers working directly with children must not access mobile phones or smart watches in areas where children are permitted, either inside or out in the garden.
- All staff, students and volunteers must ensure their mobile phones or devices are left inside their bag throughout contact time with children. Staff bags should be located in the kitchen (door locked), away from the children.
- Phones calls to be taken during breaks in the kitchen.
- If staff, students or volunteers have a personal emergency, they are free to use the nursery's landline telephone or to use their mobile phone in the kitchen, away from the children, after consultation with the nursery manager.
- If any staff member has a family emergency or similar and required their mobile phone to hand, prior permission must be sought from the nursery manager and the phone must be kept visible for other staff members.
- Staff, students and volunteers bringing personal devices into nursery must ensure there is no inappropriate or illegal content on the device.
- Phones and smart watches are never to be used for photographic images.
- Parents/carers are asked not to access their phone or smart watch at nursery or, if it is essential to receive a call, to do so in the kitchen as this is private and locked away from children.
- The nursery's main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.
- In circumstances such as outings and off site visits, staff will agree with their manager the appropriate use of personal mobile phones in the event of an emergency.
- It is the responsibility of all members of staff to be vigilant and report any concerns or persons using mobiles phones or devices to the Manager.
- Concerns will be taken seriously, logged and investigated appropriately.
- Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the allegation process will be followed up.

- Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

Digital Cameras and Recording Equipment

- 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.
- All parents are requested to sign an image consent form when their child is registered with the nursery.
- Only the designated nursery camera is used to record individual/group activities and events, either on the premises or when on outings.
- All photos are downloaded as soon as possible, usually once a week. The photographic memory is then destroyed immediately.
- Photographs taken for the purpose of staff / student studies, outside agencies or promotional material will require consent by the legal guardian.
- Images taken on the camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- The nursery camera should only be used where two or more staff members are present and not in areas where intimate care is carried out.
- No image may be taken of a child in a toilet area.
- It is forbidden to take photographs of bruising or injuries on a child for child protection concerns. In these cases, the 'Welfare Concern Form and Body Map' must be used.
- All staff are responsible for the location of the camera; this should be placed within a locked cabinet or draw when not in use.
- The nursery must obtain consent from parers/carers for individual and group photos taken by a professional.
- Photographs taken in nursery by staff on the nursery camera must not be published on any social media site.
- Parent/carers are requested to take only photos/videos of their child when attending nursery events i.e. Nativity, Leavers' Service.
- Parents/carers are requested not to post these images on the internet/social networking sites unless they have the consent of the other parents/carers associated with those images.

Tablet PCs

- The nursery tablet is for children's use only.
- Children have access to educational games already downloaded from the BBC Cbeebies website. These have been vetted and are deemed suitable for children aged 2+.
- There is no wi-fi facility at nursery and the children do not therefore, have any access to the internet.
- Children are not at risk from accidentally accessing inappropriate websites/social media sites.

Social networking & E-safety

- All staff are aware of the potential risks of using social networking sites e.g. Facebook and the importance of considering the personal materials they post and how publishing unsuitable materials may affect their professional status.
- Staff are not allowed to post anything (text or image) related to Southover Nursery School on the internet/on any social networking site. This applies both during and outside working hours.
- Staff are not allowed to be 'friends' on social networking sites with any parents/carers from nursery.
- The Internet is an unmanaged, open communications channel. All staff need to protect themselves from legal challenge and ensure they work within the boundaries of professional behaviour at all times. They must ensure that they:
 - comply with current legislation.
 - use the internet in an acceptable way.
 - use the internet safely and appropriately at all times.