The Use of Mobile phones and Cameras in Nursery  

Policy 17

The Use of Mobile phones and Cameras in Nursery

Due to the significant advances in mobile phone technology, there is the potential for both mobile phones and cameras to be used inappropriately and compromise the confidentiality of the children in our care. In order to ensure the safety and wellbeing of the children in the setting, and to prevent images being recorded and inappropriately used, Westlands Nursery prohibits the use of personal mobile phones by staff when working with children, and prohibits the use by visitors when on the nursery premises. This also prevents both staff and visitors from being distracted from their role.

This policy outlines the acceptable use of both phones and cameras and the following will apply:

Personal Mobile Phones

Personal mobile phones must be left in the manager’s office and should only be used whilst staff are on breaks or outside of working hours.

Students will be requested to follow the same policy.

Staff members will need to ensure that the Manager has up to date contact information and that staff make their families, children’s schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

If staff have a personal emergency, they are free to use the office telephone.

Any visitors to the school will be asked to turn off their mobile phone whilst on the premises and asked to refrain from using them.

Parents will be discouraged from using their mobile phones when on the nursery premises.

Under no circumstances should photographs be taken on mobile phones by staff, parents or visitors.

Use of nursery camera

The use of personal mobile phones will only be used on outings off site. The lead staff member will be asked to share any images that may have been taken on their phone.

In our setting we have a camera in the Baby room, 2-3 room and 3-5 room. We also have a video camera specifically for use in the Nursery.

These cameras are only used by staff employed at the nursery and are used in the main play areas and outside play areas and on outings.

All staff members are responsible for the location of the camera; this should be placed in the office when not in use. These cameras are locked away in a secure cupboard at the end of each day in the manager’s office.

Parents/carers are requested to sign relevant documentation when they register their child at nursery, giving authorisation for the setting to take photographs for assessment and observation purposes only. If parents do not give permission, we respect their decision.

Separate consent is requested from parents for the use of photographs on the website, any revisions to the prospectus and any other external publications, for example local newspapers.

All photos are printed out on the Nursery computer in colour, which is located in our 3-5 room.

Photos are deleted off the memory card once printed but remain on the nursery’s computer and website for marketing purposes. Generally once the child has left the setting, the photos should be removed from the computer.
Under Data Protection Law, full names and photographs of children will never be displayed together (Data Protection Act, 1989)

Nursery Photographer

Our nursery Photographers will be treated as any other visitor and appropriate levels of supervision will be in place and at all times. This will ensure no unsupervised access to children will be given.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery Manager or Deputy Manager.

Concerns will be taken seriously, logged and investigated appropriately (see Child protection policy; Allegation against a member of staff).

The Manager or Deputy 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 our 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 dismissal.

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Further guidance
- Data Protection policy
- Confidentiality policy
- Child protection policy

This policy was adopted at a meeting of Westlands Nursery.

Held on (date) ……………………………………………………

Role of signatory Trustees of Westlands Academies Trust

Date Signed: …………………………………………………….