

Mobile Phone, Camera and all electronic devices with imaging sharing capabilities Policy

Autumn 2024 Review: Autumn 2026

Mobile Phones

The welfare, protection and safety of every child in our care are of paramount importance, and we take our responsibility to safeguard children seriously.

We have procedures in place which we ask everyone to respect, to help promote the safety of the children in our care.

Mobile phones must not be taken into the nursery. All staff are to keep mobile phones locked in lockers or in the staff room/office.

On arrival all visitors must sign in their mobile phone and hand it to the office to be kept securely in the school safe.

Mobiles may only be used by staff on a designated break and only in a child-free area of the nursery.

Ideally a nursery mobile should be used on outings however in the event that this is not available staff may use mobiles on outings for nursery/emergency use only.

Mobiles must never be used to take photographs of any of the children.

It is the responsibility of all members of staff to be vigilant and report any concerns related to phone use to the Headteacher.

Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy in Safeguarding Policy).

The Executive Headteacher or Deputy Headteacher in her absence reserves the right to check the image contents of a member of staff's 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) and OFSTED will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.

Cameras / all electronic devices with imaging sharing capabilities (such as iPads and tablets)

Parental consent forms are required for each giving permission for photographs to be taken and the publication of these images in learning journeys (their own and other children's), nursery displays, records and our school website.

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.

Only designated nursery cameras / devices are to be used to take any photo within the setting or on outings.

Images taken on these devices must be deemed suitable without putting the child/children in any compromising situations that could cause embarrassment or distress.

All staff are responsible for the location of the devices; they should be placed in the designated area in the staff room/office.

Images taken and stored must be downloaded as soon as possible, ideally once a week and stored on the nursery computer.

If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Executive Headteacher or Deputy Headteacher must be asked first and staff will be supervised whilst carrying out this kind of activity.

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

This forms part of our Safeguarding Policy.