



## Safeguarding Children

# MOBILE PHONE, CAMERA, & SOCIAL NETWORKING POLICY

**Policy Review Date:** 23/11/2016

### MOBILE PHONE, CAMERA & SOCIAL NETWORKING POLICY

#### Policy Statement

We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education. To ensure the safety and well-being of children we do not allow staff to use personal mobile phones during working hours. We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings and using the nursery computer systems.

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the nursery, nursery staff, parents or children.

Staff must adhere to the following:

- Mobile phones are either turned off or on silent and not accessed during your working hours
- Mobile phones can only be used on a designated break and then this must be away from the children
- Mobile phones should be stored safely in staff lockers at all times during the hours of your working day
- During outings, staff will use mobile phones belonging to the nursery wherever possible. Photographs must not be taken of the children on any phones, either personal or nursery owned.
- Staff must not post anything on to social networking sites such as Facebook that could be construed to have any impact on the nursery's reputation or relate to the nursery in any way.
- Staff must not post anything on to social networking sites that could offend any other member of staff or parent using the nursery
- Staff can not allow parents to view their page on social networking sites
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

#### Parents' and visitors' use of mobile phones

The nursery operates its own mobile usage policy in relation to staff and visitors to the premises. Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children.

- We ensure that any photographs or recordings (including CCTV) taken of your children in our nursery are only done with prior written permission from each child's parent. This is gained when each child is registered and is updated on a regular basis to ensure that this permission still stands.
- We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child's learning journey, for display purposes, for promotion materials including our nursery website and brochure and to use in the local press and for security in relation to CCTV. We ensure that parents understand that their child may also be on another photograph, but not as the primary person, that may be used in another child's learning journey.
- If a parent is not happy about one or more of these uses then the nursery will respect their wishes and find alternative ways of recording their child's play or learning.
- Staff are not permitted to take photographs or recordings of a child on their own cameras, mobiles or other devices and only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parent's wishes are adhered to.
- Parents are not permitted to use any recording device or camera (including those on mobile phones) on the nursery premises without the prior consent of the manager.
- During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case individual permission will be asked for each child before this event. This will ensure all photographs taken

are in line with parental choice.

This policy was adopted on  
Signed on behalf of the nursery  
11/02/14  
Gabby Savinyte  
Reviewed 03.11.14  
Gillian Kincaid

Reviewed 16.02.15  
Mediha Unal

Reviewed 16.03.15  
Mediha Unal

Reviewed 12.06.15  
Mediha Unal

Reviewed 23.11.15  
Mediha Unal