



Mobile Phone, IPad, Camera & Social Media Policy

The purpose and Importance of Mobile Phone, IPad and Camera Policy

Castle Hill Nursery recognises that staff may need to have access to mobile phones on site during the working day. However, there have been a number of queries raised nationally regarding the use of mobile phones and cameras in educational settings.

The concerns are mainly based around these issues:

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

Ensuring the Safe and Appropriate Use of Mobile Phones

Castle Hill Nursery allows staff to bring in mobile phones for their own personal use. However, they must be kept in their lockers at all times and are **not** allowed to be used in the rooms, toilets, changing rooms or in the play areas at any time. Staff may only use their personal phone in the staff room or manager's office. If staff fail to follow this guidance, disciplinary action will be taken in accordance to the Castle Hill Nursery staff contract. Staff must ensure that there is no inappropriate or illegal content on the device.

Mobile phone technology may not be used to take photographs anywhere within the nursery grounds. There are digital cameras and iPads available within the nursery and only these should be used to record visual information within the consent criteria guidelines of the local authority and the nursery.

Members of staff may only contact a parent/carer on Castle Hill Nursery phone. When children undertake a school trip or journey, mobile phone use by adult leaders should be limited to contact with the Castle Hill Nursery or venues being visited, except in emergencies and then only on the approved nursery mobile.

Only the approved nursery Cameras / Ipads can be used for photographs on trips.

Use of Mobile Phones for Volunteers and Visitors

Upon their initial visit volunteers and visitors are given information informing them they are not permitted to use mobile phones on the premises or on educational visits. If they wish to make or take an emergency call they may use the manager's office. Neither are volunteers or visitors permitted to take photographs or recordings of the children without the manager's permission.

Ensuring the Safe and Appropriate Use of Cameras and iPads

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 EYFS. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only the designated nursery Cameras/iPads are to be used to take any photos within the setting or on outings.
- Images taken on these cameras/iPads must be deemed suitable without putting a child/ren in any compromising position that could cause embarrassment or distress.
- All staff are responsible for the location of the Cameras/iPads.
- Cameras and iPads must be placed on the designated shelf at the end of the each day.

- Images that are taken and stored on the Camera or IPad must be downloaded as soon as possible.
- **Images can only be downloaded in the setting. I pads, Cameras or memory cards must not be taken off site.**
- Under no circumstances must Cameras / I pads of any kind be taken into bathrooms without prior consultation with the manager. If photographs need to be taken in the bathroom ie photographs of children washing their hands, then the manager must be asked first and staff 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.

“Our setting is committed to safeguarding and promoting the welfare of children and adults at all times and expects everybody working within this setting to share this commitment”

SOCIAL MEDIA

All staff should be aware of the potential risks of using social networking sites or personal publishing either professionally with students or personally. Please consider the importance of the material you post, ensuring profiles are secured and that publishing unsuitable material may affect your professional status.

Examples include: blogs, social networking, forums, bulletin boards, multiplayer online gaming, chatrooms, instant messenger and many others.

- Any member of staff who posts information regarding nursery business on a social networking site, without permission, will be disciplined and this may involve suspension/dismissal from their position
- Members of staff are actively discouraged from being ‘friends’ with parents of pupils at Castle Hill Village Nursery and should refer to the above point regarding disclosure of school business.

Reviewed By:	Elaine Jones/Pete Talbot
Date	July 2023