

Acceptable Use of Mobile Phones & Camera Policy

Mogghill Nursery School intends to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used

Mobile Phones

Mogghill Nursery School allows staff to bring in personal mobile telephones for their own use. They may be switched on but must remain unobtrusive.

Users bringing personal mobile telephones into Mogghill Nursery must ensure there is no inappropriate or illegal content on the device.

All staff/students must ensure that their mobile telephones are left in the basket on top of the filing cabinet throughout contact time with children.

Personal mobile phone calls may only be taken or made with the agreement of the setting Manager or Leader. If practitioners have a personal emergency they are free to use the settings phone or make a personal call from the area by the filing cabinet or outside the main reception doors at the front of the school.

Staff 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.

It is the responsibility of all members of staff to be vigilant and report any concerns (or non-compliance to this policy), to the Manager or Leader.

Concerns will be taken seriously, logged and investigated appropriately in line with our safeguarding policy. The Manager or Leader 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.

Visiting Professionals

If the visiting professional is left unsupervised at any time during their visit then their mobile phones are to be left in the basket on the filing cabinet.

Cameras

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. They may also be used on our website and/or by the local press with permission from the parents. Upon registration at the setting, parents/carers sign consent for photographs to be taken for such purpose.

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

Only the designated setting camera is to be used to take such photographs as referred to above. Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

All staff are responsible for the location and storage of the camera; this should be placed within the filing cabinet at the end of each day.

Images taken and stored on the camera must be downloaded to the memory stick (kept in the locked filing cabinet and printed out on a password protected laptop) as soon as possible, ideally once a week. Photographs are distributed to members of staff (key workers) to record in children's profiles. Key workers are not permitted to make extra copies of the photographs in any format.

If photographs need to be taken in the toilet area i.e. photographs of the children washing their hands, then the Manager must be asked first and staff to be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.

Productions

Photographs may be taken during productions if permission has been granted by the Manager as occasionally there are restrictions for safety reasons. If

permission is granted then photographs are only for parents/carers personal use and must not be placed on any social network sites.

Parents

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times.

We therefore ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment. We do not allow parents to photograph school events such as shows or sports day using their mobile phones or cameras. We will publish photos of these events and post them onto the website in accordance with consent given.

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