



### **Mobile phone, camera & E-Safety policy**

We aim to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately being used. In order to achieve our aim, we operate the following policy:

#### **Mobile Phones:**

- Staff bringing personal devices into the nursery must ensure there is no inappropriate or illegal content on the device
- **All staff must ensure that their mobile phones are turned off and left inside of bag**
- **All visitors to the nursery must turn off their mobile phones and leave them in the main office**
- **Parents must be informed that no mobile phones are allowed to be used**
- Mobile phone calls may only be made during staff lunches and must be off the nursery premises
- If any staff have a personal or family emergency they are free to use the nursery phone to make receive personal calls
- Staff need to ensure that the manager has up to date contact details and that staff make their families, children's school's aware that they can contact the nursery telephone first in the case of an emergency
- It is the responsibility of all staff to be vigilant and report concerns to the nursery manager about mobile phone usage
- Any concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy)
- Should inappropriate images/ material be found then the local designated officer (LADO) will immediately be contacted, we will follow the guidance of the LADO as to the appropriate measures for the staff members dismissal
- During outings a nominated staff member will have access to the nurseries personnel mobile phone which is used for emergencies only.

#### **Cameras:**

Photographs taken for the purpose of recording a child's achievements and progression for their learning journals, however, it is essential that photographs are taken and stored appropriately to safeguard the children in the nursery.

- Only the designated nursery camera is to be used to take photographs with in the nursery or any outings

- Images taken on this camera must be seen as suitable without putting the child/children in any compromising positions that could cause embarrassment or distress
- Images taken and stored on the cameras must be downloaded as soon as possible, ideally once a week and must be on-site
- Parental/carer permission must be obtained for photography to be taken
- All staff are responsible for the location of the camera and should be stored in a safe and secure place
- Under no circumstances must cameras of any kind be taken into the bathroom without prior consultation with the manager or deputy manager
- If photographs need to be taken in bathroom I.E photo's of the children washing their hands, then the manager must be asked first and staff supervised whilst carrying out this kind of activity. The camera must be placed in prominent place at all times where it can be seen
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed

### **Social Networking:**

It is important that staff ensure proper practice when using the internet including social networking sites. Staff members are allowed to use social networking sites as long as they follow our guidelines:

- Staff must not publicly mention any of the children from the nursery
- Staff must avoid writing indirect suggestive comments about the nursery
- Staff must not publish photo's of other staff on their profiles
- Staff must not publicly write anything about other staff
- In order to maintain professional boundaries staff should not accept personal invitations from parents in the nursery unless they know them in a personal capacity

### **E-Safety**

We know that technology have become integral to the lives of children in today's society, both within the nursery and in their everyday lives. The E-safety explains how the staffs at the nursery intends to support the children (and parents/cares) and staff to be responsible users and stay safe while using the internet and other communication technologies for educational, personal and recreational use

As with any form of safeguarding, the potential risks to children must be recognised. These are to include the potential risks from:

- Prolonged exposure to online technologies, particularly from an early age
- Exposure to inappropriate content, images and language
- Making, taking and distribution of indecent images and 'sexting'
- Cyber bullying
- Grooming
- Physical, sexual and emotional abuse

- Addiction to gambling and/ or gaming
- Pressure from media and theft and fraud from activities such as phishing
- Social pressure to maintain online networks via texting and social networking sites
- Identity theft

**The Nursery Staff are responsible for:**

- monitoring the websites being used by the children during Nursery sessions
- ensuring that material accessed by children is appropriate
- ensuring that the use of any Internet derived materials by staff or by children complies with copyright law
- ensuring that the Nursery Manager is informed immediately If staff or children discover unsuitable sites have been accessed on the Nursery PC or Laptop, so that the filters can be reviewed

This Policy was modified and adapted on.....

Review Date.....

Signed.....

Date.....

Role of signatory.....