

## **9. Mobile Phone, Camera and Recording Device Use**

This policy refers to all information storage devices including cameras, mobile telephones and any recording devices including smartphones and smartwatches.

At Westfield House we recognise that photographs and video recordings play an important part in the life of the nursery. We ensure that any photographs or recordings taken of children in our nursery are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We obtain this when each child is registered.

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, brochure and the local press; and for special events held (including photographs taken by other parents). We ensure that parents understand that where their child is also on another child's 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, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles or smartwatches and may only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the nursery premises without the prior consent of the manager.

During special events, e.g. Christmas or graduation, parents are permitted to take photographs but only of their own child. Parents wanting to take group photographs on special events are asked to gain permission from parents of children involved before taking it. Staff may produce group photographs to distribute to parents on request but we will always gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties or graduation are not posted on any social media websites.

### **Online Learning Journals**

At Westfield House we use tablets in the rooms to take photos of the children and record these directly on to their electronic learning journeys. We ensure that these devices are used for this purpose only and do not install applications such as social media sites on to these devices. We also do routine checks to ensure that staff are not misusing them by accessing inappropriate websites. Staff are reminded regularly of the whistleblowing policy if they observe staff not following these safeguarding procedures.

## **10. Mobile Phone, Smartwatches and Social Networking**

At Westfield House we promote the safety and welfare of all children in our care. 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 or smartwatches during working hours. We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings.

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. We ask parents and visitors to respect and adhere to our policy.

Staff must adhere to the following:

- Mobile phones/smartwatches are either turned off or on silent and kept in the safe in the staff room during working hours
- Mobile phones/smartwatches can only be used on a designated break and then this must not be in a room where children are present (including the kitchen during lunch time)
- During outings, Forest School and school runs, staff will use a mobile phone belonging to the nursery. Photographs must not be taken of the children on any personal phones or other information storage devices unless it is nursery owned (staff not adhering to this will face disciplinary action which may result in dismissal)
- Staff are asked not to request the friendship of the parents of any children unless there is a pre-existing relationship prior to the child attending Westfield House. If staff do have a pre-existing relationship with parents, they must remain professional at all times
- 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 or any children attending 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
- 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, smartwatches and social networking**

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, 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 promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publicly or privately, information about any child on social media sites such as Facebook, Twitter and WhatsApp. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

Parents/visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures.

Children are not permitted to bring electronic devices such as mobile phones, tablets, cameras etc into the setting. If they do, these will be kept in the safe alongside staff mobiles for the duration of the day and handed back to parents when they come to pick up.