

Use of Mobile Phones, Other Personal Devices and Cameras

Introduction

Mobile phones and other personal devices such as tablets, smart watches, e-readers, electronic dictionaries, digital cameras and laptops are considered to be an everyday item in today's society and even children in early years settings may own and use online personal devices regularly.

Mobile phones and personal devices can be used to communicate in a variety of ways with texting, cameras, voice recording and internet accesses all common features.

Policy statement

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones, other personal devices and cameras (devices) whilst in the care of Welbourne Academy Nursery

1. Staff personal mobile phones

- a) Staff are only permitted to use their personal devices during designated breaks and in designated areas, usually the office or staff room. Where mobile phone reception is an issue, local arrangements may apply but these must be agreed with the Nursery Manager before agreeing to areas other than the staff room or office.
- b) Staff mobile phones should be turned off or set to 'silent' mode when working within the Nursery.
- c) In the event of an emergency, personal devices may be used in the designated area with permission of the Nursery Manager.
- d) It is the responsibility of staff to ensure that the telephone number of the nursery is known to immediate family and other people who need to contact them in an emergency.

1.2 Parents

- a) Parents are requested not to use their mobile phones and personal devices when collecting their child/children from nursery and signage is displayed around the setting to support this.
- b) It is the responsibility of staff to remind parents of this policy if they enter the setting using their mobile phone.
- c) Arrangements must be made to store personal devices in a secure area for parents attending settling-in and observation sessions with their child.

1.3 Visitors

- a) Visitors are only permitted to use their mobile phones and other personal devices in designated areas, usually the office or staff room. It is the responsibility of staff to make visitors aware of this policy.

1.4 Outings

- a) Staff are not permitted to use personal devices on outings.
- b) Welbourne Academy Nursery will provide a works mobile phone for use on outings.

1.5 Signage

- a) The Nursery Manager will ensure signage is displayed in appropriate areas at the setting advising parents and other visitors of the use of mobile phone and personal devices policy.

2. Cameras and videos

- a) Members of staff must not bring their own camera, video recorder or other personal devices that can record moving images into the setting.
- b) Photographs and recordings of children may only be taken for valid reasons e.g. to record learning and development, or for displays within the setting.
- c) Photographs or recordings of children may only be taken on equipment approved by Welbourne Academy Nursery
- d) Camera and video use is monitored by the Nursery Manager.
- e) Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
- f) Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's photograph/video consent form).
- g) Photographs of children will only be used on social media, or on the Welbourne Academy Nursery website, if consent has been gained from parents.

This policy was amended at a meeting of the Welbourne Academy Nursery Management Group
14.12.2023