



Acceptable Use of Mobile Phone and Camera Policy

Policy Statement

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

Photographs are used extensively throughout **Little Jesters**, but generally to capture a particular experience or something a child has achieved. In addition, we may use photographs for the following:

- Displays of children's work as a record of ideas and reference for future use.
- Examples of children's play to create displays that demonstrate children's learning.
- As part of a child's learning journey, as evidence of the child's development, to share with parents and children.
- A photo album showing areas of the Pre-School to demonstrate the range of activities provided. This can be shared with children, parents and visitors.
- Special events and festivals as a record and to show children and parents a range of diversity/cultural experiences.
- To share the children's learning experience on our website.
- Photographs of staff interacting with children demonstrating good practice within the Pre-School.

Mobile phones

At **Little Jesters** we recognise 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 other devices in educational settings.

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

In order to achieve this aim, we operate the following Acceptable Use Policy:

Ensuring the Safe and Appropriate Use of Mobile Phones:

- **Little Jesters** allows staff to bring in personal mobile telephones and devices for their own use. However, they **must** be kept in a locked cupboard in the staff office and are not allowed to be used in any part of the Pre-School where the children will be.
- Any Staff member who needs to contact parents/carers must do so only on the Pre-School phone (**01453 819328**). Under no circumstances does the nursery allow a member of staff to contact a parent/carer using their personal device.
- Users bringing personal devices into **Little Jesters** must ensure there is no inappropriate or illegal content on the device.

- Staff must ensure that the Head teacher/Pre-School Leader 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.
- Students, parent helpers, volunteers and visitors will be requested to place their bag containing their phone into the **Little Jesters** office following the same guidelines as the staff at the Pre-School.
- Upon their initial visit, volunteers and visitors are informed they are not permitted to use mobile phones on the premises. If they wish to make or take an emergency call they may use either the main or the manager's office.
- During group outings or Forest School sessions staff may need to have access to a mobile phone, which is to be used for **emergency purposes only**. Any need for a mobile phone, for **emergency purposes only**, will be clearly documented on the risk assessment for the relevant activity/experience.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Head teacher/Pre-School Leader (whistle blowing).
- Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff within our Child Protection policy)
- The Head teacher/Pre-School Leader 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.
- If staff need to make an emergency call, they can do this on the **Little Jesters** phone (**01453 819328**).
- Mobile phone technology may not be used to take photographs anywhere within **Little Jesters** or its surroundings.

Use of cameras/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 Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.
- Only the designated school cameras are to be used to take any photo within the setting or on outings.
- No photographs are to be taken of the children using a mobile phone.
- 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 of the cameras/Ipads; they should be locked safely away in a cupboard in the staff office at the end of the day.
- Images taken and stored on the camera/Ipad must be downloaded as soon as possible, ideally once a week.
- Images must be down-loaded by a member of staff and distributed to those members of staff with Key Children to record in their children's Learning Journals.
- Under no circumstances must cameras/Ipads of any kind be taken into the toilet/bathroom or changing areas without prior consultation with the Head teacher/Pre-School Leader.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Pre-School Leader must be asked first and staff 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.
- Neither are students, volunteers or visitors permitted to take photographs or recordings of the children without the Head teacher/Pre-School Leader's permission.

- Parents and visitors to **Little Jesters** should not take photographs of children or the setting using either cameras or mobile phones, without permission of the Head teacher/Pre-School Leader.

Written Summer Term 2015

Review date: Summer Term 2017

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