

CAMERA, MOBILE PHONE & SOCIAL NETWORK POLICY

Acceptable Use of Mobile Phones & Camera Policy

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

Mobile Phones

Little Acorns Montessori allows staff to bring in personal mobile telephones for their own use.

Users bringing personal mobile telephones into Little Acorns Montessori must ensure there is no inappropriate or illegal content on the device.

All staff/students must ensure that their mobile telephones are left inside their bag throughout contact time with children. Staff bags should be placed in the cupboard/office unless requested by the Manager to move them to another appropriate location.

Mobile phone calls may only be taken during staff breaks or in staff members' own time. If staff have a personal emergency they are free to use the setting's phone or make a personal call from their mobile in the office.

If a member of staff is waiting for an emergency personal call then their phone may be left with the Manager who with permission will answer and then notify the member of staff.

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.

All parent helpers will be requested to place their bag containing their phone in the cupboard and asked to take or receive any calls in the kitchen area.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Manager and or Deputy Manager.

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

Social Network

Staff must not post anything onto any social networking sites that could offend any other member of staff or parent using the nursery.

Staff cannot allow parents to view their page on social networking sites.

If any of the above points are not followed then the member of staff will face disciplinary action, which could result in dismissal.

Parents and Visitors /Workmen

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 phones whilst in the nursery or when collecting or dropping off their children.

Mobile phones are to be left in the kitchen. If it is necessary for visitors/workmen to have their mobile phones to implement their role effectively then they are to be supervised at all times.

Cameras and tablets

Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and are 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.

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

Only the designated Little Acorns camera and or staff tablets are to be used to take any photos within the setting or on outings.

Images taken on these devices 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 their device, which should be placed locked in the cupboard or taken home at the end of the day. These should be password protected by each individual key worker.

Images taken and stored on these devices will be deleted immediately after their intended use. No photographs are retained after the child leaves the setting.

Under no circumstances must devices of any kind be taken into the toilet area without prior consultation with the Manager.

If photographs need to be taken in the toilet area i.e. photographs of the children washing their hands, then the Manager or Deputy 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/Outings

Photographs maybe taken during productions/outings 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 parental/carers personal use and must not be placed on any social network sites.

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