

WHITLEY LODGE UNDER FIVES

- **MOBILE PHONE, CAMERA, RECORDING DEVICES, SMART WATCH AND INTERNET POLICY**

- **Statement of intent**

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

- 1) Staff being distracted from their work with the children.
- 2) The inappropriate use of mobile phones, cameras and recording devices around children.
- 3) Use of the internet or social networking sites which may harm the reputation of the group

- **Aim**

Our aim is to have a clear policy on the acceptable use of mobile phones, cameras and recording devices that is understood and adhered to by all parties without exception. We also feel that guidelines should be given about the use of the internet and social networking sites e.g. facebook

- **Methods**

In order to achieve this aim:

- **Mobile Phones**

Staff are allowed to bring in mobile phones for their own personal use provided they follow the guidelines outlined in this policy.

- All staff are aware that Mobile phones and recording devices must never be used to record or photograph children in the setting and are vigilant to actual or potential misuse
- All staff, volunteers, students and visitors mobile phones are kept in a see-through case which is in the 'grab bag' located on a hook by the fire exit.
- The use of personal cameras, mobile phones and recording devices is not allowed by staff members, volunteers, students or visitors when in contact with children. If a visitor is seen to be using their mobile phone during session times they will be asked to terminate their call or to take their phone outside to continue their phonecall.
- Staff, volunteers and students must ensure that the pre-school's telephone number is given to family/schools etc. as an emergency contact rather than relying on their personal mobiles while at work or on duty. The pre-school phone can be used by staff, volunteers or students if they need to make an emergency telephone call
- If a staff member's phone rings during the session they must inform the Leader/other staff members that they need to answer their phone. If it is convenient important calls may be taken away from the children. Such calls should be as brief as possible. When the call is finished the member of staff must inform the Leader that their phone is returned to the see-through case
- Whenever possible answering calls and texts should be left until the end of the session
- Staff members, volunteers and students may access their personal devices outside the session time and away from the children.
- **Smart watches**
Notifications to be turned off during contact time with children

- **Cameras**
- Photographs are taken in pre-school for observation purposes, to include in a child's Learning Journey, to use in displays and to celebrate events and achievements. All photographs will be taken and stored appropriately to safeguard the children in our care.
- Children will only be photographed after written parental consent has been obtained. Care must be taken not to photograph a child where parental consent has been withheld.
- All images taken must be appropriate – not putting the child in positions which may cause embarrassment or distress
- Photographs will only be taken using the designated pre-school cameras and Ipads.
- The only exception to this rule is for photographs and recordings of the pre-schools Christmas performance and individual children's birthday celebrations. Parents are allowed to take photographs and make their own recordings on the understanding that this is for their own use only and will not be posted on the internet/social networking sites. A statement outlining this will be made before the performance and at the birthday celebration.
- The pre-school's cameras and Ipads (password protected) are stored in a locked cupboard at the end of each session, and photographs regularly printed then deleted from the memory. The photographs will only be loaded on to the pre-school's computer and deleted frequently. If any outside printing of photographs is required, then this will be done under the direct supervision of the Managers.
- When a child leaves pre-school their Learning Journey will be passed to the parents for them to keep. They are encouraged to share these with Nursery
- **Internet and social networking guidelines**
- The pre-school does not allow photos or recordings of the children taken on pre-school premises or outings to be displayed on social networking sites, or other information sharing sites other than T
- Staff should not discuss children, parents or other staff members on any internet site in relation to pre-school.
- Staff should not post anything on internet sites that may harm the reputation of the pre-school.
- Staff should not make any reference to Whitley Lodge Under Fives on internet sites or their own social networking sites.
- If staff allow parents to view their page on social networking sites then the relationship must remain professional at all times
- Any member of staff who does not comply with this policy will be dealt with in line with the pre-schools 'grievance and disciplinary procedure'.

This policy was read and understood by all staff.

Carol Shields.....

Lucy Brown.....

Helen Graham-Potts.....

Jayne Pronk.....

Amy Kennedy.....

Staff meeting date2/9/21.....to be revised Sept 2022