

**ACCEPTABLE USE POLICY**

**Camera, Mobile Phone and Recording Device Equipment**

This policy is an addition to, and forms part of, the Safeguarding policy.

The Life Nursery operates a camera, mobile phone and recording device policy in order to:

* Protect children
* Protect staff from allegations
* Protect parents/carers and visitors from allegations
* Maintain high standards of care within the nursery.

The use of mobile phones, personal cameras and recording devices by staff members, parents, students, volunteers and visitors to the nursery is forbidden where children are present.

Any personal devices that are brought into the nursery should be placed in ‘silent mode’ and left in practitioners’ bags locked away in the office area.

Staff members, students and volunteers may access personal devices during breaks but they are only to be used out of the sight of children, off the nursery premises or in the office.

Should a staff member or any other person need to have their mobile phone switched on loud for any reason, they must discuss this with the Manager and keep this in the office. Should a staff member feel they need to check their mobile phone whilst working, they must discuss with Manager prior to this happening.

Staff are permitted to hand out the nursery’s telephone number to be contacted by a partner, parent/carer, family member and child’s nursery or school in the event of an emergency.

The use of a mobile phone, recording device or personal camera whilst not on a scheduled break may lead to disciplinary procedures.

Children will only be photographed using designated Ipads for the purposes of providing evidence to complete children’s qualitative profiles. Ipads must be handed in to the manager at the end of the working day to be locked away.

Photographs may be uploaded onto the Nursery laptop which is password protected and locked away at the end of the day.

Children will only be photographed if written consent is obtained from their parent/carer on the registration documentation.

All members of staff have a responsibility to challenge any parent or visitor seen using a mobile phone, camera or recording device in the nursery, whether it is just quickly looking at it or having a quick conversation. Under no circumstances should anyone use their mobile phones in nursery. If a visitor or parent/carer is seen using their mobile phone, staff will interrupt immediately and guide them into the office. No use of mobile phones signs are displayed around the nursery.

March 2019

Policy read and agreed by:

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| Name | Date |
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**Referred to in IT Communication and Monitoring Policy – OUR BD4**