



Education, Encouragement, Enjoyment



Meadow Nursery School

Policies and Procedures

Safeguarding and Welfare Requirement: Child Protection

1.6 Use of mobile phones, cameras and social media

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 and cameras in the setting.

Procedures

Personal Mobile Phones

- Personal mobile phones belonging to members of staff are not used on the premises during working hours.
- At the beginning of each individual's shift, personal mobile phones are placed in a box in the kitchen area.
- In the event of an emergency, staff are free to use the nursery phone or personal mobile phones may be used in the privacy of the office, with permission from the manager.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.
- Members of staff will not use their personal mobile phones for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. There is an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the nursery manager.
- The nursery manager reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over its appropriate use.

Cameras and videos

- Members of staff must not bring their own cameras or video recorders into the setting.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting.
- Photographs or recordings of children are only taken on equipment belonging to the setting.

- Under no circumstances are cameras or recording devices to be taken into the toilet area or nappy changing area.
- Camera and video use is monitored by the nursery manager or the deputy manager in her absence.
- Photographs for observational recording purposes are printed off by the Nursery Manager, or the deputy manager in her absence.
- 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.
- Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's Registration Form).

Social Media

- Staff must not post anything onto social networking sites, such as 'Facebook', that is in any way linked to the nursery. The exception to this rule is the *Meadow Nursery School, Wokingham – Parents' Page* on Facebook, where staff may post relevant information for parents but must not post photos of the children or any other content that identifies specific children.

If any suspicious or inappropriate photographs or recordings of children are found, we will follow the procedures in our Safeguarding Children and Child Protection Policy.

This policy was adopted at a meeting of	Meadow Parents' Association Committee Meeting
Held on	31 st March 2014
Policy reviewed	January 2018
Date to be reviewed	January 2019
Signed by Chair	
Name	Annette Medhurst
Signed by Nursery Manager	
Name	Debbie Hill