



## 1.6 Use of mobile phones, cameras, and smartwatches

### 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, cameras, and smartwatches in the setting. To ensure the safety and wellbeing of the children we do not allow the staff to use personal mobile phones, cameras, and smartwatches during working hours.

### Procedures

#### *Personal Mobile Phones and Smartwatches*

- Employees must ensure that they do not have in their possession a personal mobile phone and a smartwatch during working hours. Personal mobile phones and smartwatches must be placed in the mobile phone box in the manager's office during working hours or other designated area by manager in the office.
- Employees are provided with access to the nursery telephone for work-related purposes.
- 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.
- Only company mobile phones should be used on outings, for use in the case of an emergency. They should be fully charged and switched on for the duration of the trip. Employees must not switch on and off the nursery mobile phones when on outing, make personal calls, text or browse the web.
- The company mobile phone taken on the outings should be stored in the 'nursery outing bag'.
- Members of staff are not allowed to use their personal mobile phones for taking photographs of children.
- 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 e.g. in a manager's office

#### **Cameras and videos**

- Members of staff must not bring their own cameras or video recorders into the setting. If for some reason a personal electronic device like iPad, tablet or camera is brought into the setting it must be kept in the manager's office during working hours.
- Photographs and recordings of children are only taken for valid reasons, i.e. on-going recording of our curriculum, children's individual development records.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera/iPad and video use is monitored by the setting manager.
- 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 in the individual 'Child's detail form').



**This policy will be reviewed annually**

**This policy was adopted by Soraia Almeida on March 2023**

**Next review on March 2024**

**NOTTING HILL NURSERY SCHOOL**