

## **Policy on the use of mobile phones and cameras by staff, volunteers, parents/carers and visitors, and the sharing of images**

### **1. Use of personal mobile phones and cameras by staff and volunteers**

Rise & Shine Day Nursery recognises that staff, students and volunteers may wish to have their personal mobile phones at work for use in case of emergency. However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore Rise & Shine Day Nursery management has implemented the following policy:

Personal mobile phones and cameras should be stored in staff lockers or secure cabinet in the staff office and only used in the staff room or outside the building (away from the children). They should only be used whilst staff are on breaks or outside of working hours. Staff, students or volunteers who ignore this policy and use a mobile on Rise & Shine Day Nursery premises outside of these restrictions may face disciplinary action.

Rise & Shine Day Nursery main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them. In circumstances such as outings and off site visits, staff will agree with their manager the appropriate use of personal mobile phones in the event of an emergency. Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Safeguarding and Child Protection Policy' will be followed. Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

### **2. Use of personal mobile phones and cameras by parents/carers and visitors**

Rise & Shine Day Nursery recognises that visitors may wish to have their personal mobile phones with them for use in case of emergency. However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore Rise & Shine Day Nursery has implemented the following policy:

Mobile phones and cameras should only be used away from the children, off site or in our staff room. Rise & Shine Day Nursery's main telephone number can be used for emergencies. Photos of children at Rise & Shine Day Nursery or Rise & Shine Day Nursery events must not be taken by parents/carers or visitors without staff permission.

In circumstances where there is a suspicion that the material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence, the 'Safeguarding and Child Protection Policy' will be followed. Visitors remain responsible for their own property and will bear the responsibility of any losses.

### **3. Use of Rise & Shine Day Nursery mobile phones, cameras and recording equipment**

Rise & Shine Day Nursery provides mobile phones and cameras for staff, students and volunteers to use to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following policy applies:

Only the cameras and recording equipment belonging to Rise & Shine Day Nursery may be used to take appropriate and relevant images of children, i.e. observations, photographs of activities and events.

Images must be used in accordance with the Data Protection Act 1998. Cameras and recording equipment should only be used where two or more staff members are present and not in areas where intimate care is carried out. It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases, the 'Logging Concern Form and Body Map' must be used. The Rise & Shine Nursery mobile phone is solely for the purpose of contacting or being contacted by parents/carers. It can also be taken off site in circumstances such as outings. The mobile does not have a camera facility. In circumstances where there is a suspicion that the material on any of the Rise & Shine Day Nursery mobile phones may be unsuitable and provide evidence relating to a criminal offence, the 'Safeguarding and Child Protection Policy' will be followed. Rise & Shine Day Nursery's mobile phones remain the property of the nursery at all times and should not be taken off of the premises (with the exception of visits and outings).

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