

MOBILE PHONES, CAMERAS & REPRODUCTION OF IMAGES

INTRODUCTION

The Statutory Framework for the Early Years Foundation stage 2012 requires providers to take all necessary steps to keep children safe and well, our restrictions on the use of photographic images and mobile phones compliments our safeguarding children's policy whilst accommodating the need to record children's learning and play as defined within our play and learning policy.

RESTRICTIONS

STAFF USE

Camera and Mobile phones are not to be brought into the secure are of the nursery by staff members, but may be stored in the staff room and must be switched off.

If members of staff wish to bring phones into the nursery, they do so at their own risk. It is advised that these mobile phones must be locked away in the lockers provided.

Failure to adhere to this standard, will be deemed as a breach of contract, and will lead to Disciplinary Action as misconduct.

Staff may take photographs of children as part of the gathering of evidence of children's play and learning but this must be done using the nursery camera and must not under any circumstances be taken away from the nursery.

Staffs are made aware of this policy during induction training and this policy forms part of the staff handbook. Failure to abide by this ruling will be viewed by the nursery as a misconduct, which will lead to an "Investigatory Hearing" of the circumstances.

Staff will be asked to allow the nursery manager to examine the images on the phone. Failure to facilitate this by a member of staff will result in the Police being asked to attend.

PARENTS, CARERS & VISITORS

Anyone visiting the nursery, either with or without children, must not have mobile phones or cameras in their hands at any time.

There is a notice in the reception area advising people of this requirement and a copy of this policy is in the parent's policy hand book.

Mobile phones must be either in a handbag or a pocket. Anyone seen using a phone, whether there is a camera function or not, as part of its features, will be asked to switch it off immediately or leave the nursery premises.

Staffs have a duty of care to challenge any parents or visitors who are found to be using mobile phones or cameras within the nursery building.

USE OF IMAGES

The Nursery uses images for various reasons and these are made clear to parents at the time of seeking their permission.

These include:

ADVERTISING

Provide displays of practice and play for parents

Evidence of practice within the nursery for visitors and regulatory bodies

CHILDREN'S ASSESMENT FILES

If the nursery wishes to take photographs for any other reason separate authority will be sought from parents.

Once displays are taken down the photographs will be shredded. Photographs used as part of a child's evidence file will be given to the parent when they leave the setting

Photographs will not be stored on memory cards, USBs or hard drives or personal computers. Team leaders are responsible for safeguarding the images taken by their team and the nursery camera used. The nursery Manager will make quarterly checks to ensure these procedures are being followed.

We will ask parents for written consent to photograph their children within the nursery setting on their own or as part of a group, as part of our enrolment procedure.

“Looked after children” will need consent from the child's social worker before any photograph can be taken. The Nursery manager is responsible for ensuring staffs are made aware of any instances where it is inappropriate to take children's photographs.

Authorisations will be made on the nursery permissions form which will be stored within the child's enrolment folder in the nursery office.

The nursery manager is responsible for maintaining up to date records of consents, and updating should a parent's wishes change or the children's personal circumstances change.

The setting has a confidentiality policy which covers the safe storage of documents and electronic data which adheres to the Data Protection Act 1998.

Parents are not permitted to take photographs of their child in nursery, if they would like photographs, for special occasions e.g. Birthdays, they need to discuss this with the nursery manager and if this involves a group of children then specific permission from parents will be required.

When taking photographs of children staff must ensure that all children within the vicinity are fully clothed.

When taking photographs, staff must ensure that the reproductions will not cause any anxiety, distress or offence to the child or their family.

If staff have any concern that any inappropriate or intrusive images have been taken, they must inform the nursery manager immediately and follow the procedures outlined in the safeguarding children policy.