

INTRODUCTION

The Statutory Framework for the Early Years Foundation stage 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.

Mobile phones and other devices that accept calls, messages and video calling

At BBDN, we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education. This policy should be used in conjunction with our online safety policy to ensure children are kept safe when using the nursery devices online

Staff must adhere to the following:

- Mobile phones/smartwatches/Fitbit are either turned off or on silent and not accessed during your working hours
- Mobile phones/smartwatches/Fitbit can only be used on a designated break and then this must be away from the children
- Mobile phones should be stored safely in staff lockers at all times during the hours of your working day
- Smartwatches and Fitbit may be worn but must not be connected to the internet.
- No personal device is allowed to be connected to the nursery Wi-Fi at any time
- The use of nursery devices, such as tablets, must only be used for nursery purposes
- The nursery devices will not have any social media or messaging apps on them
- Any apps downloaded onto nursery devices must be done only by management. This will ensure only age appropriate and safe apps will be accessible to staff or children using them
- Passwords / passcodes for nursery devices must not be shared or written down
- During outings, staff will use mobile phones belonging to the nursery wherever possible. Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only nursery owned devices will be used to take photographs or film videos
- Failure to adhere to this standard, will be deemed as a breach of contract, and will lead to Disciplinary Action as misconduct.
- Nursery devices will not be taken home with staff and will remain secure at the setting when not in use
- 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.
- 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 handbook.
- 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

EyLog / within Nursery

- 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 and floor managers are 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, 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.

This policy was adopted on	Signed on behalf of the nursery	Date for review
31.8.2024	Angie Ash	31.8.2025