



EYFS: The Safeguarding and Welfare Requirements
3.4

Child Protection

3a.4 Mobile Phones, Photography and Social Networking

Policy Statement

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 is why mobile phones are not to be used during working hours.

We also feel that restrictions need to be placed on staff when they access social networking sites. The nursery has a high reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents using the nursery view the staff.

Procedures

Mobile Phones

- Mobile phones are not to be turned on during your working hours
- Mobile phones 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
- The nursery has their own camera free mobile phones to take on nursery outings and these are to be taken wherever possible. If for any reason, this is not possible, then management will make a decision about whether or not a member of staff will be allowed to take their phone.
- Photographs must not be taken of the children on any phones, either personal or nursery owned

Photography

- It is important that children feel happy about their achievements and have visual aid such as photographs to reinforce their special moments. The majority of occasions when people take photos of children are valid and do not provide any cause for concern
- Permission either verbal or written of all the people (children) who will appear in the photograph is taken or footage recorded. (N.B We have signs up to allow anyone entering the nursery that we have CCTV as per the Information commissioner's guidelines so this covers that for adults, parents are also given a copy of policy 3a.10 - CCTV in the Nursery when they first join)
- It must be made clear why that person's image is being used and what you will be using it for and who might want to look at the pictures.
- If images are being taken at an event e.g. Christmas Party's etc. this is regarded as a public area
- If photographs or recordings are made and individual children can be easily identified, nursery staff must find out whether any parents do not want their children to be in the photograph.
- We obtain written and specific consent from parents/carers before using photographs on our website or in advertising the nursery.



Social Networking

- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the nursery's reputation
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery
- Staff must not befriend parents on social networking sites
- Staff are not to use the nursery's equipment, ie, tablets or laptops to gain access to social networking sites
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Parents and visitors use of mobile phones

- The nursery operates a "No mobile phone" policy in relation to parents and visitors to the premises. Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care, parents and visitors are also kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children.
- Parents often wish to use the camera on their phone to take photographs of their child at specific times such as the settling in period, birthdays, when on nursery trips etc. We don't allow this, but will take photos on the nursery tablets and send them to the parent.
- The only exception to this rule is at big events such as fundraising events and Christmas Party etc.