**Honey Bee Nursery Acceptable Use (of camera’s and mobile phones) POLICY
Statement of intent**

This policy represents the agreed principles for acceptable use of camera’s and mobile phones throughout the Nursery. All Nursery staff, representing Honey Bee Nursery have agreed this policy.

It is our intention to provide an environment in which children, parents and staff are safe and secure from images being recorded and inappropriately used in turn eliminating the following concerns:

1) Staff being distracted from their work with children
2) The inappropriate use of mobile phone cameras around children

**Aim**
Our aim is to:

* Have a clear policy on the acceptable use of mobile phones and cameras, digital images that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:

**Mobile Phones**
**Honey Bee Nursery managers use their mobile phones during operating hours to respond and communicate with parents and in emergencies. These phones are placed in a secure place in the setting out of children’s reach.**

* The Nursery allows staff to bring in personal mobile telephones and devices for their own use. Under no circumstances does the nursery allow a member of staff to contact a  parent/carer using their personal device.
* Users bringing personal devices into nursery must ensure there is no inappropriate or illegal content on the device.
* All staff must ensure that their mobile telephones/devices are left inside their bag throughout contact time with children or in the secure office.
* Mobile phone calls may only be taken at staff breaks or in staff members’ own time within the office.
* If staff have a personal emergency they are free to use the setting’s phone or make a personal call from their mobile in the designated area of the setting, i.e. office, with the mangers permission.
* If any staff member has a family emergency staff need to be contacted through the managers mobile or land line.

Staff (will need to) ensure that the Manager has up to date contact information and that staff make their families, children’s schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

* All parent helpers/students will be requested to place their bag containing their phone in the office or another appropriate location. Mobile phone calls may only be taken at  breaks or in own time within the office.
* During group outings nominated staff will have access to the setting’s nominated mobile phone, which is to be used for emergency purposes only.
* It is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery Manager.
* Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff in Safe guarding policy).
* The Manager reserves the right to check the image contents of a member of staffs mobile phone should there be any cause for concern over the appropriate use of it.
* Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member’s dismissal.

**Cameras & other Digital Media (smart phones, camcorders, laptops, etc**
Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form or recording their progression in the Early Years Foundation Stage using the setting`s devices. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

* Only the designated nursery camera/tablets are to be used to take any photo within the setting or on outings.
* Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
* All staff are responsible for the location of the camera/tablets.
* The camera/tablets must be locked away at the end of every session.
* Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week and deleted off the memory card.
* If the technology is available images should be downloaded on-site. Should this facilities not be available these may be downloaded off-site and erased from the personal computer as soon as the images have successfully been printed.
* Photographs should then be distributed to members of staff (keyperson) to record in children’s learning journeys.
* Parents/carers are allowed to take pictures of their own child/ren during a play activity, outings and special event like their child`s birthday prior to the manager`s approval.
* Pictures are displayed around the setting from time to time and subject to the consent of the parent/carer.
* Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Manager or deputy.
* If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager or deputy must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera/tablets must be placed in a prominent place where it can be seen.
* Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

**Parental responsibility**
At Honey Bee Nursery we hold regular celebration events e.g. sharing assemblies, sports day and concerts. Managers and Practitioners must always inform parents/carers/any other adults that the use of mobile phones and cameras are restricted for their own personal use and **must not** be shared on social networking sites.

**The policy was adopted by the managers and staff in September 2017/18**

**Review Date: September 2018**
**Signed on behalf of Honey Bee Nursery**