



USE OF MOBILE PHONES, CAMERAS AND TECHNOLOGICAL DEVICES POLICY

EYFS: 3.4

At Harvey Road Day Nursery, 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. To ensure the safety and well-being of children we do not allow staff to use personal mobile phones, smartwatches and/or fit bits that receive calls, ones that only count steps are permitted during working hours. We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings.

This policy refers to all information storage devices including cameras, mobile phones and any recording devices including smartphones and smartwatches.

Staff, students and volunteers must adhere to the following:

1. Use of personal mobile phones, cameras and other technological devices by Staff, volunteers or students.
 - Personal mobile phones and technological devices should only be used outside of working hours.
 - Covid-19: The launch on the NHS Test and Trace App, which is available for those aged sixteen or over to download, has reinforced the need for settings to have a clear policy in place with regards to staff, volunteers or students use of mobile phones.
 - Personal mobile phones and technological devices should be stored in staff lockers at all times during the hours of your working day.
 - Covid-19: Staff are encouraged to download the NHS Test and Trace App to their personal devices to support the national contact tracing scheme. However, staff are advised to pause the app upon arrival at the setting and store their phone in the usual way.
 - It is possible to pause the contact tracing function (“trace”) in the app. If it is paused, the phone and Bluetooth remain on but the phone does not record contacts. Pausing contact tracing is only recommended in certain situations including: when an individual is not able to have their phone with them, for example because it is stored in a locker or communal area – this is to avoid the app picking up contacts when the individual is not with their phone.
 - In the event of a setting based contact of a staff member testing positive for Covid-19, existing setting protocols would enable close contacts to be traced as guided by the Early Years’ Service.
 - Further details of related national guidance: Use of the NHS COVID-19 app in education and childcare settings – GOV.UK (www.gov.uk)
 - In very unusual circumstances, such as a family emergency, staff and volunteers should, seek permission from the manager to use their mobile phone or a technological device.
 - If a staff member, student or volunteer must use their mobile phone or technological device (see above) this should be away from the children and ensuring that staff supervision levels are not compromised.

- Staff, students or volunteers who ignore this policy and use a mobile phone or other technological device on the setting premises without permission may face disciplinary action.
- The setting's 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 mobile phones in the event of an emergency. The setting will consider purchasing an additional phone/s to be used on off-site trips and in emergencies when evacuation of the premises is required (such as fire emergencies).
- Where there is a suspicion that material on a mobile phone or technological device may be unsuitable and may constitute evidence relating to a criminal offence, the "allegation of abuse" process will be followed (please refer to our safe guarding policy).
- Staff, students and volunteers remain responsible for their own property and will bear the responsibility of any losses.
- Have regard to 'online Safety Guidance for Practitioners' Feb 2019. This can be found on the UK Council for Internet Safety.

2. Use of the setting's mobile phone, camera and technological devices.

Harvey Road Day Nursery provides a mobile phone, cameras and I pads 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 technological devices belonging to the setting may be used to take appropriate and relevant images of children, i.e. observations, photographs of setting events.
- Images must be used in accordance with the General Data Protection Regulation 2018.
- Cameras and technological devices should only be used where two or more staff members are present.
- It is not appropriate to take photographs of bruising injuries on a child for child protection concerns. The "logging concern form and body map" must be used to record factual observations.
- The setting's mobile phones and technological devices must only be used for work related matters.
- In circumstances where there is suspicion that material on the setting's mobile phone or technological devices may be unsuitable and provide evidence relating to a criminal offence, the "allegation of abuse" process will be followed (please refer to our "safeguarding and child protection policy").
- The settings mobile phone and other technological devices remain the property of the setting at all times and should not be taken off the premises (with the exception of outings or other off-site trips).

3. Parents and visitors' use of mobile phones, other technological device and social networking.

- Whilst we recognize that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of the children in our care and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children.
- The setting will not be displaying a QR code for the NHS Test and Trace programme. In the event of a setting based contact of a visitor testing positive for Covid-19, the existing setting protocols would enable close contacts to be traced as guided by the Early Years Service.

- We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publicly or privately, information about any child on social media sites such as Facebook and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.
- Parents/Visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures (please refer to complaints procedures and grievance policy).
- Parents are not permitted to use any recording devices or camera (including those on mobile phones or smartwatches) on the Nursery premises.

At Harvey Road we recognize that photographs and video recordings play a part in the life of the Nursery. We ensure that any photographs or recordings taken of the children in our nursery are only done with prior written permission from each child’s parent and only share photos with parents in a secure manner. We obtain this when each child is registered and we update it on a regular basis to ensure that this permission still stands.

4. Using online learning journals

At Harvey Road Day Nursery, we use tablets in the rooms to take photos of the children and record these directly on to their electronic learning journals. We ask for individual permissions for photographs and video recordings to be used in the child’s individual learning journal. Parents also receive their own log in details allowing them to also access their own child’s journal. We ensure that these devices are used for this purpose only and do not install applications such as social media sites on these devices. We also do routine checks to ensure that emails sent from these devices and searches are appropriate.

5. When using social networking sites such as Facebook, Twitter, Myspace and LinkedIn or any social blogging sites staff must:

- Not name the setting they work at.
- Not make comments relating to their work or post pictures in work uniform.
- Not share any photos or videos relating to the Nursery, Children or Parents.
- Not send private messages to parents.
- If a parent asks questions relating to work via social networking sites, then staff should reply asking them to come into the setting or contact the manager.
- Ensure any posts reflect their professional role in the community.
- Report any concerning comments or questions from parents to the manager/safeguarding lead.
- Follow the staff behavior policy.
- Not post anything that could be construed to have any impact on the nursery’s reputation or relate to the nursery or any children attending the nursery in any way.
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

This policy was adopted in	Signed on behalf of the nursery	Date for review
Dec 2020	Christine Hall – Nursery Manager	Dec 2021