



Date policy created: October 2018

Date policy reviewed:

Mobile Phones and Cameras

Mobile phones

- The personal use of mobile phones is prohibited in any of the children's areas.
- Parents and visitors must be made aware of restrictions linked to mobile phones.
- Personal mobile phones must not be used for nursery outings unless under the express advice of the Nursery Manager. The nursery mobile phone must be used instead.
- It is prohibited for any staff to use their personal mobile phones to take pictures of the children attending the setting.
- Staff are not allowed to store their personal mobile phones in the children's areas and must store their mobile phones securely within the staff room or similar suitable area.
- Nursery Mobile phones must be stored in a secure area such as the Office.
- All mobile phone use must be open to scrutiny.

Cameras

- The use of personal cameras is prohibited in any of the children's areas.
- It is prohibited for any staff to use their personal cameras to take pictures of the children attending the setting.
- Parents and visitors must be made aware of restrictions linked to personal cameras.
- Parents' consent must be obtained before taking pictures of the children.
- Photos of the children must respect each child's dignity and privacy.
- Staff should consider the necessity of using a child's second name with photos making all efforts to maintain privacy and confidentiality for each child.
- Parents must give their consent before images of their child is sent to them via email or any other electronic medium.

- Photos of the children should only be taken using the nursery equipment.
- Photos must only be used for nursery purposes
- Digital photos must be deleted once they have achieved their purpose
- There may be special occasions during which parents may want to take their own pictures, such as a sports day or Christmas play. On these occasions, all parents will be asked for permission for their child to have their photo taken by attending parents. If one parent refuses, no parents will be allowed to take photos of the event. If this happens, nursery staff can make arrangements to take some photos in line with parents' wishes provided this is not disruptive.
- All camera use must be open to scrutiny.