



Mobile Phones & Electronic Devices Policy

Staff/Students and volunteers

All forms of abuse can occur on a face-to-face basis, although this is not always the case. We recognise that the use of information technology is an essential part of all our lives; it is involved in how we as an organisation gather and store information, as well as how we communicate with each other.

Misuse includes accessing internet sites which contain unsuitable material and adults preparing a young person to be abused using chat rooms, social networking sites and mobile phones (grooming).

We aim to:

- Protect children and families who receive Nursery services and who make use of information technology (such as Internet) as part of their involvement with us
- Provide staff and volunteers with the overarching principles that guide our approach to e-safety
- Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use information technology

We will seek to promote e-safety by:

- Ensuring that staff and volunteers are aware of and follow our Mobile Phone and Social Media Policy
- Ensuring that each member of staff takes responsibility for overseeing e-safety in their area of responsibility
- Supporting and encouraging all members of staff and clients using our service to use the opportunities offered by mobile phone technology and the internet in a way that keeps themselves safe and shows respect for others
- Supporting and encouraging parents and carers to do what they can to keep children safe online and when using their mobile phones and game consoles at home too
- Using our procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use, complaints or allegations, whether by an adult or young person (these may include breaches of filtering, illegal use, cyber bullying, or use of ICT to groom a young person or to perpetrate abuse)
- Informing parents and carers of incidents of concern as appropriate
- Reviewing and updating the security of our information systems regularly
- Ensuring that user names, logins and passwords are used effectively
- Using only official email accounts provided via the organisation, and monitoring these as necessary

- Ensuring that the personal information of staff, volunteers and service users are not published on our website (names will be used with appropriate consent)
- Ensuring that images of children and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- Risk assessing, in advance, any social media tools used in the course of our work with young people
- Providing effective management for staff and volunteers on ICT issues, through supervision, support and training
- Risk assessing any emerging new technologies before they are used within the organisation

Mobile Policy Camera Policy

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.

- Mobile phones must not be used unless 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.
- We request that parents do not use mobile phones whilst in the nursery.

Camera/ I Pad Policy

Camera I Pad photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Only the designated nursery camera/ I pad is to be used to take any photo within the setting or on outings. Images taken on this camera /I pad 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/ I pad; this should be placed in the designated area in every room. Images taken and stored on the camera/ I pad must be downloaded as soon as possible, ideally once a week.

Images must only be stored on the nursery computers. Under no circumstances must cameras/ I pads of any kind be taken into the bathrooms without prior consultation with the Manager or Deputy Manager. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager or Assistant manager must be asked first and staff be supervised whilst carrying out this kind of activity.

At all times the camera I pad 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.

Images Taken by Visitors and Parents

We recognise that there are nursery events where parents desire to have a record of their child's participation. Under these circumstances, we give them clear guidance that a time will be made for them at the end of the event to take a photograph of their own child in costume, but that photographs must not include any other child. Parents are informed do not put their child's picture on Facebook or other social networks if there images of other children. Nursery has a right to contact the parent who uploaded such pictures online and ask to remove or picture will be banned.

Other nursery visitors will be asked do not take pictures of the children or areas where children present (usually, guests may have a tour around the nursery only out of nursery working hours or when children are in the garden or out of view).

Social Networking Policy

There are too many sites to mention them all by name. This policy covers them all. It is important when using social networking sites such as Facebook or Twitter that staff maintain confidentiality and ensure proper practice at all times. This is to protect the children, parents & families of the setting along with the staff. It is also to guard the nursery reputation and the staff's own personal reputation. Staff must act in the best interests of the children & the setting. Staff guidelines when using social media sites include but are not limited to

- Staff must not mention any of the children from the nursery on their online profiles
- Staff must not write direct or indirect suggestive comments about work on their online profiles
- Staff must not publish photos of the children on their online profiles
- Staff must not publish photos of other staff while in the nursery on their online profiles
- Staff must not write anything about other staff members on their online profiles
- Staff must not use mobile phones to take photos in the nursery or to access social networking sites during their working hours
- Staff must not mention any of the companies that Nursery works with on their online profile
- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents of the nursery unless they know them in a personal capacity. Instead parents should be signposted to 'like' the official Facebook page.
- Be cautious & mindful when accepting friend requests from colleagues.
- Staff members are advised to set their online profiles to private so that only friends are able to see their information.
- Staff are responsible for adhering to the terms of service of each site they use
- Personal profiles should not contain any images or videos which may be perceived as inappropriate behaviour for a childcare professional
- The nursery logo must not be used in social media apart from the official Facebook page.

- Staff must not put the settings contact details on social media. Parents should be signposted to the nursery web page.
- Any breaches of the Facebook & social networking policy could result in disciplinary action.
- Staff must use social media in a professional, safe, responsible & respectful way. You must comply with the law.
- Staff must not use social media to attack, insult, and abuse, defame or make negative or discriminatory comments about anyone.

Staff must be mindful that everything you post online is public, even with the strictest privacy settings. You must assume that everything is permanent & may be shared.

Nursery will treat 'electronic behaviour' as it would 'non-electronic behaviour'

It is also to guard the nursery reputation and the staff's own personal reputation

Policy was:

Implemented		Reviewed		Amended	
Date:			Next Review Date:		
Manager	Shannon Ralph	Manager Signature			
Deputy Manager	Shabana Hussain	Deputy Signature			
Director	Sajid Hussain	Director Signature			

