

Mobile phone and camera policy

Aims

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

* The inappropriate use of mobile phones and cameras or other image recording equipment being used around children
* Staff being distracted from their work with children
* Have a policy that is clear on the acceptable use of mobile phones and cameras that is understood and adhered to by all concerned

Procedure

In order to achieve these aims we have set out the following procedures:

* Jollytots will allow staff to bring in personal mobiles phones for their own use. Under no circumstances should a member of staff use their personal phone to contact a child or parent. This also refers to personal numbers and contact details being given out.
* Children will not be allowed to have personal mobile phones in the nursery or any afterschool building
* At the beginning of their shift staff must put their phone on silent and put it in a locker located upstairs
* In afterschools staff must keep their phones in their personal belongings or in a drawer away from reach
* Staff members are allowed to access their phone on their break or with the consent of management at other times
* If staff members have a personal emergency they are free to receive and make calls on the Jollytots landline or afterschool mobiles. They can also, in an emergency, speak to management to ask permission to make a call from a personal mobile in a designated area. If this is not possible and they are required to keep their mobile phone “to hand” permission must be sought from management and the phone can be left in the office desk and turned on.
* During outings, the staff member in charge will be given permission to have their personal phone in the case of emergency.
* It is the responsibility of all staff members to be vigilant and report any concerns to management
* Concerns will be taken seriously, logged and investigated appropriately
* The Manager or Deputy Manager in her absence, reserves the right to check the image contents of a member of staffs mobile phone should there be any cause for concern over the inappropriate use of it
* Should any inappropriate material be found then management will contact Social Services and the police.

Cameras

Photographs taken for the purpose of recording a child or a group of children participating in activities, celebrating their achievements is an effective form of recording their progression and development and also letting parents see what they’re child has been doing. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

* Only the designated Jollytots camera or iPad is 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 members are responsible for the location of the camera. This should be locked in the office when not in use
* The camera must be locked away in the office at the end of every session.
* Images taken and stored on the camera must be downloaded as soon as possible, ideally daily or a minimum of once a week.
* Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Manager. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera 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

This policy was adopted on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Manager

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director

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