

## USE OF MOBILE PHONES AND CAMERA POLICY

St. Paul's Nursery believe safety of all our children in our care is paramount. We also wish to ensure members of staff and visiting parents/carers are protected from allegations.

### Introduction

At St Paul's Church Nursery, we recognise that mobile phones are a part of everyday life for parents, carers and for staff.

This policy is part of our wider commitment to safeguarding the welfare of children and is linked to our policies on Child Protection, and Photographs and Parental Consent for taking/using photographs of the children.

### Mobile phones

- At St. Paul's Church Nursery, we believe our staff should be completely attentive during their hours of working, hence mobile phones are not to be used during working hours. The Nursery number is 01306 743378 or 07913 467703 that may be used in emergencies.
- Mobile phones are to be kept out of the Nursery room, or in the basket on the staff shelf for the duration of the session.
- However, given that many of the staff have young children of their own, we recognise that in exceptional circumstances it may be necessary to take phone calls, and we ask that staff keep the response brief or where possible communicate after Nursery hours. If lengthy or urgent calls must be taken staff must arrange for a team member to cover for them and let the Head know.
- Parents and Guests attending Nursery sessions are made aware that mobile phones are not allowed to be used when they are in the Nursery.
- Parents are made aware in the registration document that it is their responsibility NOT to post photos of other children on social media without explicit permission from parent/carers.

### Camera phones

- One of the key ways that practitioners support children's development and engage parents in children's learning is through photographs that record their activities and achievements. Staff will always check with parents that they consent to the use of cameras for appropriate recording purposes in this way.
- The Nursery iPad will hold photos for displays and 'special books'. The images are to be deleted once printed.
- The Nursery iPad and Tablets will have access to Family software shared with parents. These are strictly regulated, and safeguarding rules apply.
- Parents sign a consent form for photographs of their children in the Registration Form and this is made aware to all practitioners. This includes website, Church website, press, Facebook, and Instagram.
- Parents and Guests attending Nursery functions must be made aware that we may not have permission from all parents for photos/videos of their children and so the use of any sort of camera by parents/carers without prior consent from the Head Teacher or Deputy is prohibited in the Nursery.
- Parents are made aware of The Data Protection Act 2018 and Information Commissioner's Office (ICO) in our Data Protection Policy and Privacy Notice.

Guidance can be found at [www.surreycc.gov.uk/safeguarding](http://www.surreycc.gov.uk/safeguarding)  
Information Commissioners Office 0303 123 1113 or local rate 01625 545745 or email  
[casework@ico.org.uk](mailto:casework@ico.org.uk) [www.ico.gov.uk](http://www.ico.gov.uk)

This policy was adopted at a meeting of St. Paul's Church Nursery School Committee and is reviewed on a three-year cycle in line with the School Development Plan.

Signed on behalf of the Management Committee \_\_\_\_\_

Signed on behalf of the Nursery: \_\_\_\_\_ Date \_\_\_\_\_

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Signed on behalf of the Nursery: \_\_\_\_\_ Date \_\_\_\_\_

Review Date \_\_\_\_\_