

Mobile Phones and Cameras

Providers must take all necessary steps to keep children safe and well.

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Our policy for the use of mobile phones and cameras is:

It is our policy at Little Rainbows to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used. It is our duty to protect children from the use of images which may cause offence and/or alarm and distress.

Our procedure for the sue of mobiles phones and cameras is:

Mobile Phones

- The Nursery allows staff to bring in personal mobile telephones and devices for their own use during break times Under no circumstances does the nursery allow a member of staff to contact a parent/carer using their personal device or have access to their devise whilst they are on duty
- Users bringing personal devices into nursery must ensure there is no inappropriate or illegal content on the device.
- All staff must ensure that their mobile telephones/devices are left inside their bag throughout contact time with children and locked away in the staff room.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time and in the designated staff area.
- If staff have a personal emergency they are free to use the setting's phone or make a personal call from their mobile in the designated staff room.
- If any staff member has a family emergency or similar and required to keep their mobile phone to hand, prior permission must be sought from the Manager or Leader and the mobile phone should be placed in a safe place away from the children
- Staff will need to ensure that the Manager Joanne Alvy has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- All parent helpers/students will be requested to place their bag containing their phone in their allocated locker and asked to take or receive any calls in the staff area only.
- During group outings nominated staff will have access to the setting's nominated mobile phone, which is to be used for emergency purposes only.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery Manager Joanne Alvy
- Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy)
- The manager Joanne Alvy Reserves the right to check the image contents of a member of staffs mobile phone should there be any cause for concern over

the appropriate use of it.

- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. For LADO referrals please complete the [LADO Referral Form](#) and return to CPRU.Reports@kirklees.gcsx.gov.uk. The LADO can be contacted at the Child Protection and Review Unit on 01484 221000. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.

Cameras

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 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 are responsible for the location of the camera; this should be placed within a cupboard when not in use.
- The camera/ipad must be put away at the end of every day.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.
- Photographs must be deleted from cameras/ipads no later than 1 week after being taken and used.
- Images must only be down-loaded by the nominated senior member of staff
- If the technology is available images should be downloaded on-site. Should these facilities not be available these may be downloaded off-site and erased from the business laptop/computer as soon as the images have successfully been printed.
- Photographs should then be distributed to members of staff (key workers) to record in children's learning journeys.
- Under no circumstances must cameras of any kind be taken into the bathrooms.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager Joanne Alvy 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 being followed.