

# Mobile Phones, Wearable Technology & Cameras

## Appendix to Safeguarding Children Policy

### Mobile Phones & Wearable Technology (Smart Watches etc)

**It is the responsibility of all staff to challenge anyone seen using a mobile phone, smart watch or camera and request they either stop using it immediately or to leave the play area.**

Plume Avenue Nursery acknowledge that mobile phones are often the only means of contact available and can be helpful in supporting safeguarding arrangements in settings, including when on outings. In our setting, when mobile phones are used, this is underpinned by a risk assessment and operated within a clear framework, so everyone understands their responsibilities in ensuring phones are used safely.

It is nursery policy that the use of mobile phones and wearable technology such as Smart Watches (either by practitioners, other staff or parents / carers) are not allowed when in the presence of children in the setting.

**Staff mobile phones MUST be left in the office area. They MUST NOT be taken beyond the main hall doors at any time that children are in the setting. They SHOULD be kept on silent/vibrate unless the staff member has specifically requested otherwise. Smart Watches MUST only be used for reference regarding timekeeping and where possible should be disconnected from mobile phones.**

#### **Staff mobile phones & wearable technology (smart watches)**

- are not to be used to take pictures of any children attending the setting,
- are not to be used to take photographs, video, or audio recordings in the setting,
- are not to be used to contact parents / carers or children except in the event of an emergency where nursery telephone access is prevented by fire or other similar event.
- are not to be used for making or receiving calls or texts outside of agreed break times and then only away from the play areas.
- are not to be used by visitors.

If at all possible, the nursery telephone number **01206 579458** should be supplied to all places where an emergency number is required and used first, before any attempt is made to contact by mobile.

#### **Cameras (and other photographic equipment)**

With regard to the use of cameras and photographs for the children's' learning journeys as evidence of learning and development, only the nursery cameras should be used and these photos will be transferred to the nursery computer and subsequently deleted at the end of each term. Consent from parents/carers is required before photographs are taken.

Staff may use cameras they have brought from home (to increase the number of cameras available) but only with the express permission of the management team. The camera must be brought to the office before the end of the day to have all the photos removed before the camera can be taken out of the building.

Photos or videos will only be published to the parents/carers of the child involved via secure online apps specifically for the purpose (such as Class Dojo, Tapestry or Famly) and will not be posted on any social media or the nursery website.

Photos may be used as part of displays, but only inside the setting and will not display names alongside any images in any space within the nursery that may be deemed 'public'.

**Any practitioner / member of staff in possession of a personal mobile / camera will be dealt with under the disciplinary procedure, possibly leading to written warnings / dismissal.**

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In addition, any visitor to the setting, whether they be parents / carers of current or prospective new starters, or any third party will be advised of the contents of this policy and the need to either leave their mobile phone out of the play areas or ensure that it is not in use - i.e. kept in a bag or pocket out of site.



Signed : *Steve Catley*  
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Mobile Phone & Camera Policy  
Plume Avenue Nursery

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