



## Mobile Phones and Cameras Policy

- Wise Owls recognises that the use of mobile phones and cameras can relate to risks to children – with staff being distracted whilst using or taking inappropriate photographs.
- The use of mobile phones in the nursery and on outings is strictly controlled and rules explained to all staff and families.
- ALL Staff MUST keep their mobile phones in the staffroom or office They are prohibited from having a phone on their person or within the children's rooms.
- When out on trips staff must use the designated Wise Owls phone only.
- Nursery Staff may only access their mobile phones on authorised breaks – e.g. lunch and may only use their mobile phone whilst in the staff area, office or off-site.
- When making permitted calls, staff MUST ensure that conversations are appropriate for a professional environment – aware that they may be overheard or disrupt colleagues and/or children and parents.
- Any members of the maintenance team may also be permitted to carry a mobile phone but are NOT permitted use them in children's rooms.
- Staff may use the nursery land-line, with permission from a Director or Coordinator if no Director is available and at appropriate times, for urgent personal matters (e.g. arranging appointments). They may also give out the nursery number to allow dependents to contact them for urgent matters.
- Tablets are used in each room to take photographs as a record of children's learning and to share with parents via Famly.
- Staff are NOT permitted to take photographs of any child/ren on personal cameras or mobile phones at any time.
- Staff are not permitted to take nursery cameras/Mobile phone home.
- Breaches of these rules are taken very seriously, investigated thoroughly and dealt with via our Disciplinary Procedure.
- Parents are not permitted to take photographs in the nursery – the exception to this is at special events e.g. Sports Day or Halloween Party. During these events Wise Owls staff will remind staff and parents that they may NOT upload any photos onto social media.
- Photos are removed from the trip phones on a regular basis. All photos will be stored on Google Drive in the Trips photos folder.