

## g. Mobile Phone & Digital Media Policy

### Our Aims:

- To be clear on the responsibilities of management and staff when using mobile phones, cameras, computers and games consoles within the Nursery.
- To safeguard children's welfare in relation to the above areas and minimize the risk of harm.
- To fulfil legal duties in relation to personal data and other areas, including our [Confidentiality and Data Protection Policy](#).

### Procedures

Any device in the Nursery which is internet compatible must have appropriate filters, controls and monitoring to protect children from potentially harmful online material.

Nursery Village provide staff tablet devices, for use with the Family Childcare App and associated Learning Journey records and observations.

Practitioners have a role in implementing strategies to help keep children safe online and to support them to develop their own understanding of online risks and how to prevent them, such as cyberbullying, grooming, radicalisation and online abuse.

### Mobile Phones

- Practitioners, volunteers and students will not have their private mobile phone on their person during working hours.
- Mobile phones will be stored in a secure area away from where the children are accommodated.
- Staff may use their mobile phones during their designated breaks and in an area away from the children.
- The Nursery's contact number may be given as an emergency number in case practitioners need to be contacted, in line with the Staff Handbook.
- Nursery Practitioners are not to use any mobile phone cameras to photograph the children.
- Visitors and parents will be asked to switch off their mobile phones or not to use phones while on the premises. If they need to use their mobile phone they will be asked to do so away from the children.

### Mobile phones on outings only

Offsite on outings, mobile phones and company devices may be very useful. Where child information is stored or used outside the Nursery, this should only be on a company device.

### Digital Images & Photography

Written permission from parents or carers will be obtained and documented before any images of children are recorded, outside the purposes of recording the child's learning journey within the Family Childcare App in accordance with our Terms & Conditions.

Written permission would be required for the following purposes:

- Use of images on Nursery website or other publicity.
- Images recorded during events/parties/fundraising or outings which were not recorded for the purpose of the child's normal learning journey.
- Parents will be made fully aware of how any images of their children may be used or must have the right to decide if they wish their children to be photographed.

Procedures relating to images:

- Digital images will be stored in a separate file on the computer (or Cloud), which is accessed by Nursery practitioners only. These images will be stored in accordance with our [Confidentiality and Data Protection Policy](#).
- While using digital images, practitioners will be aware of the risk associated with taking, using, sharing, publishing and distribution of images.
- Nursery practitioners will only use the Nursery equipment: personal equipment will NOT be used to record images of the children.
- Staff will be vigilant when taking digital/video images of the children to ensure that they are appropriately dressed.
- Staff will be aware of any children who are at risk or under a supervision order, so their images are not used.
- Children's names will not be used anywhere in any way on the Nursery's website or literature.
- After a displayed photograph is taken down it will be either stored in the child's file, returned to the family or destroyed.

### Electronic or Digital Devices

- Practitioners will not use the Nursery's devices for personal use.
- The Nursery will ensure that all programs used, and websites accessed are appropriate and that children are not able to access or download material which is unsuitable.
- All Nursery files that contain personal data will be stored appropriately and securely.
- Practitioners will not forward any of the Nursery's work, files or information stored on any Nursery devices to their home or personal devices, unless, this has been agreed by management as necessary practice for the Nursery.
- Generally, all ICT equipment should remain in the Nursery at all times. This is to minimise the risk of computer viruses and for data protection purposes.
- Practitioners will not access, copy, remove or otherwise alter any other user's files, without their expressed permission.
- All email communication will be appropriate and written in a professional manner and personal email or other accounts must not be accessed, in accordance with the Staff Handbook Safeguards Policy.
- Illegal or inappropriate materials MUST NOT be uploaded, downloaded or accessed.
- Practitioners will ensure that any Nursery devices are used appropriately to avoid disabling or damaging equipment.

## Social Media

- Staff, volunteers or students, should not put details or comments about their work on any form of social media site, in accordance with the Staff Handbook Safeguards Policy, except a simple Job Title and Location.
- Photographs, names of, or comments about children within the Nursery must never be placed on any social media site.
- Staff should not correspond with Nursery's children or families through social media sites.
- All communication in the Nursery will be transparent and open to scrutiny.
- All staff must be aware that failure to comply with policies and procedures may result in disciplinary action being taken.

## Games Consoles

- Practitioners will ensure that where their use is approved by the Nursery Manager, all games consoles and games are suitable and appropriate for the ages of children in their care.
- Use of computer consoles will be supervised and monitored, with children encouraged to participate in a broad range of activities.
- All games or apps used should be originals and not copies.
- Parents or carers should be made aware that computer games are available and have the option to request that their child does not access this equipment.
- Children should be closely supervised to ensure that they are not accessing the Internet via the console. Or if they are permitted to do so that the websites accessed are appropriate and the Nursery has put in place appropriate safeguards.

## Responsibilities

All Staff, Volunteers or Students should:

- Report any concerns about any inappropriate or intrusive photographs found or any activity that raises concerns.
- Be aware that failure to comply with policy and procedures may result in disciplinary action being taken.
- Be aware that not following policy and procedures in this area is potentially a child protection issue which may affect their suitability to work with children.