



The Burrow
Policies and Procedures



3. Our Community

The Burrow is committed to Safeguarding and Promoting the Welfare of Children and Young People and expects all staff, students and volunteers to do the same. Safeguarding children is everyone's responsibility.

3.12 Use of Mobile Phones, Cameras

Policy statement

The Burrow takes steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones and cameras in the setting. Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us.

Procedures

Personal Mobile Phones

- Personal mobile phones are not used in the setting during working hours, other than by the Owner Manager
- At the beginning of each session, personal mobile phones are stored securely, out of easy access, in the Owner Manager's office
- Smart/Fitbit watches can only be worn during the session if Bluetooth is turned off and there is not a camera attached to the watch
- During breaks, use of personal mobile phones is permitted in the office or off nursery premises. However, we promote an ethos of conversation and team building and where possible, discourage the use of mobile during breaktimes
- In the event of a personal emergency, personal mobile phones may be used during session time, in the privacy of the office, with permission from the Owner Manager
- Members of staff ensure that the main telephone number of the setting is known to immediate family and other people who may need to contact them in an emergency
- Parents and visitors are required not to use their mobile phones while in the setting. In the event that an emergency call comes through, they will be accompanied to a private location, or off the immediate premises, to take the call.

Cameras and videos

- Members of staff must not bring their own cameras or video recorders into the setting
- Photographs or recordings of children are only taken on equipment belonging to the setting, or to the Owner Manager, other than at official nursery functions
- Parents are reminded at the beginning of nursery functions that use of mobile phones for taking photos/videos of performances are for personal use only, and should not be shared on any Social Media platforms without the explicit agreement from parents whose child may be included in the photo/video

- Individual permission is sought from parents through our **Final Registration Form via Google Forms (App 1.3a)**, for photographs and videos of nursery children to be taken by staff members for the following reasons:
 - record their learning and development
 - display within the setting
 - nursery social media or marketing
 - nursery website

Any child whose parent has not given this consent, will not be included in nursery photos.

Recording of Observations and Assessments of Children

- Staff use nursery tablets/phones to take photographs for their own observation documents. These photographs are saved to our unique secure Dropbox account or computer SharePoint and printed off, shared with parents and filed in the children's individual Learning Journeys
- Each member of staff has their own password to the nursery tablet/phone
- When not in use, the tablets/phones are kept in a secure place at the nursery and checked in/out at the beginning and end of each day
- Tablets/phones may not be taken home by staff members
- Staff, other than the Owner Manager, are not permitted to download any photographs of the children to their own devices.

Signed: *L.B. Mee*

Name: Lynn Mee

On behalf of The Burrow Nursery