

Mobile Phone, Wearable Technology, Camera and Social Networking Policy.

This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets, fitbits and any recording devices including smartwatches.

At Townsend Montessori Nurseries Limited we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education. To ensure the safety and well-being of children we do not allow staff to use personal mobile phones during working hours. We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings.

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the nursery, nursery staff, parents or children. We ask parents and visitors to respect and adhere to our policy.

Staff must adhere to the following:

- Mobile phones are either turned off or on silent and not accessed during your working hours
- Mobile phones can only be used on a designated break and then this must be away from the children
- Mobile phones must not be used in any area of the nursery accessed by the children during the opening hours of the nursery
- Mobile phones should be stored safely in staff lockers at all times during the hours of your working day
- Smart watches must not be connected to WI-FI or Bluetooth during work hours so that texts and calls are not received. Any smart watches that have cameras are not to be worn within the nursery and must be stored in staff lockers.
- During outings, staff will use mobile phones belonging to the nursery. Photographs must not be taken of the children on any phones or any other information storage device, either personal or nursery owned
- Staff must not post anything on to social networking sites such as Facebook that could be construed to have any impact on the nursery's reputation or relate to the nursery or any children attending the nursery in any way
- Staff must not post anything on to social networking sites that could offend any other member of staff or parent using the nursery
- If staff choose to allow parents to view their page on social networking sites this relationship must remain professional at all times
- Staff whose children attend the setting must adhere to both the staff and parent sections of this policy
- No personal device is allowed to be connected to the nursery wifi at any time
- The use of nursery devices, such as tablets, must only be used for nursery purposes
- The nursery devices will not have any social media or messaging apps on them

- Any apps downloaded onto nursery devices must be done only by management. This will ensure only age appropriate and safe apps will be accessible to staff or children using them
- The Family app must not be accessed out of hours on personal devices and is only to be used when attending the nursery for work purposes on the nursery device.
- Passwords / passcodes for nursery devices must not be shared or written down
- Nursery devices will not be taken home with staff and will remain secure at the setting when not in use.
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.
- All staff are asked to read and sign to state their understanding of the 'Acceptable Use Policy' (please refer to Online Policy and Procedure).

Parents and visitors use of mobile phones, Wearable Technology and social networking

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children.

If parents are remaining within the nursery for extended periods of time i.e settle sessions or parent social events, they will be asked to leave any devices containing cameras (mobile phones/cameras/smart watches with cameras) at the reception area or refrain from bringing them into the nursery.

Parents/visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures (please refer to the partnership with parents policy and complaints policy).

Use of Cameras

We value the use of cameras as a way in which we can accurately capture the development of a child but in order to safeguard all persons on the premises the following steps will be followed:

- Only Nursery Cameras are to be used to take photographs of the children
- No camera is to leave the nursery premises
- Personal cameras are not permitted to be used
- Photographs where possible are to be printed on site, if they cannot be printed on site then they will be uploaded to a secure network for printing.
- Only Nursery staff will be permitted to take photographs of the children
- Parental permission is obtained from the parent / guardian on joining the setting to the use of photographs in the setting.
- Photographs for promotional purposes are provided only with consent of the parent.

- In the event that a drone passes over the nurseries premises Nursery Management will report this to the police

CCTV

Most of the TMN Limited nurseries operate a CCTV system. Signs are displayed at the nursery to inform individuals that recordings are taking place. CCTV is in place for security reasons and if applicable and relevant would be shared with other agencies such as the police.

Online Learning Journals only

At some of TMN Limited nurseries we use tablets in the rooms to take photos of the children and record these directly on to electronic learning journeys. We ensure that these devices are used for this purpose only and do not install applications such as social media or messaging sites on to these devices.

We also do routine checks to ensure that emails have not been sent from these devices and websites have not been accessed and remind staff of the whistleblowing policy if they observe staff not following these safeguarding procedures.

This policy was adopted on	Date for review
26.03.2021	March 2022