

Safeguarding Children

The Use Of Electronic Devices

The welfare, protection and safety of every child in our care is of paramount importance and we take our responsibility to safeguard children seriously.

The Island Day Nursery has a no use of mobile phones policy whilst caring for children. It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used, in turn eliminating the concern of staff being distracted from their work with children and inappropriate use of mobile phone cameras around the children.

Staff

We believe that our staff should be completely attentive during their working hours to ensure all children in the nursery receive good quality care and education. Mobile phones must not be used during working hours. Staff must hand their mobile phone to the senior person on duty on arrival at work and the mobile will be locked away in the phone safe for their shift. The member of staff can request to have their phone back for lunch breaks, as long as the break is taken in a room away from the children.

Under no circumstances does the nursery permit the nursery staff to contact a parent/carer using their own device.

It is the responsibility of all members of staff to be vigilant and report any concerns to the nursery manager (see whistle Blowing Policy).

Should there be any cause for concern, the Directors/General Manager/Named Managers reserve the right to check the image contents of a member of staff's phone. Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately as well as the police. Guidance will be followed with regards to the dismissal of the member of staff.

Parents and Visitors

Parents or visitors who either arrive using a mobile phone or take a call on a mobile should be told to end their call immediately or leave the premises. Visitors signed into the nursery will be asked to leave their mobile phones in the safe and personal belongings in the office areas.

Cameras and Capturing Images

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only the designated nursery tablets are to be used to take any photo within the setting or on outings.
- Images taken on the nursery tablets must be deemed suitable without putting the child/ren in any compromising positions that could cause embarrassment or distress
- The nursery tablets should be placed in the offices when not in use and at the end of every session
- Parental permission is obtained from the parent/carer on joining the setting to agree to photographs of their child/ren being used within the setting

- Photos taken on the nursery tablets can be uploaded to individual profiles on our Family app that approved relatives have access to. This only occurs when parental/carers permission has been obtained.
- Photos will only be uploaded to our Facebook page with parental/carers consent. Under no circumstances will children's faces be visible on our Facebook page. Even if parents have given consent.
- On the occasion of special events e.g. graduation, photographs may only be taken with the consent of all parent/carers. These pictures are not to be posted on any social media site.
- Any smart watches that can receive calls/texts or take photos should not be worn Any member of staff wearing a smart watch will be asked to put it in the phone safe for the duration of their shift.

Please note – any breach of this policy may result in disciplinary action being taken against a member of staff.

Persons responsible for implementing this policy:

Erica Dunwell/Heather Bishop/Rosalind Moreno/Cara Bonner – Barton

Erica Dunwell/ Heather Bishop/Jonathan Reed – Sandown

Erica Dunwell/Becky Kujabi/Sam Hicks – Wootton

Review: August 2027