

# Camera, Mobile Phone, Social Networking and Recording

## Device use

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 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.

Staff must adhere to the following:

- 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 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.
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

We ensure that any photographs or recordings (including CCTV) taken of your children in our nursery are only done with prior signed permission from each child's parent. This is gained when each child is registered and is updated on a regular basis to ensure that this permission still stands.

We ask for individual permission for photographs and video recordings for a range of purposes including: use in the child's learning story, for display purposes, for promotion materials including our nursery website and brochure and to use in the local press and for security in relation to CCTV. We ensure that parents understand that their child may also be on another photograph, but not as the primary person, that may be used in another child's learning story.

If a parent is not happy about one or more of these uses then the nursery will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take photographs or recordings of a child on their own cameras, mobiles or other devices and only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parent's wishes are adhered to.

