



1.15 Use of mobile phones, cameras and computers and smart watches

At Shiplake Village Nursery we take steps to ensure that there are effective procedures in place to protect children and adults from the unacceptable use of mobile phones, cameras, smart watches and computers in the setting.

We acknowledge that photographs and video clips help us to celebrate your child's achievements. We recognise, however that images must be used in a responsible way.

We respect children and adults rights of privacy and are aware of child protection issues. Risks can be minimised by following guidelines detailed in this policy.

Photos and video images of children and staff are classed as personal data under the terms of the data protection act 1998. For this reason we ask for consent from the parents when they start and additional consent if it is for marketing and media.

Members of staff must not bring their own cameras, ipads or filming equipment to the setting.

Photos are only taken for valid reasons. Ie learning journeys

Only photos of children in suitable clothing will be taken

The nursery does not allow parents to photograph nursery events as we have no way of safeguarding the children's images once they have left the setting. Photographs may be taken at the end of plays if deemed suitable by the manager/deputy manager. We will ask parents prior consent to photograph their child at the end of a production.

When outside photographers or film crews attend the setting, we will:

- Provide them with a clear brief
- Ask for identification
- Will ask to see a DBS check
- Obtain consent from the parents
- Not allow unsupervised access to children
- Uphold the rights and privacy of parents/carers who have withheld or withdrawn consent for their child to be filmed or photographed.

If the setting requires photographs for publicity and marketing, parents consent will be sought first. No names will be included in the publication.

Personal mobile phones/smart watches will be kept in a box on the window sill in the nursery kitchen. They are not to be used during working hours without manager's consent.

A mobile phone may be used in an emergency evacuation.

Personal phones, ipads and smart watches will not be used for taking photographs or videos.

Parents and visitors are requested not to use their phones within the setting, unless their visit to the setting requires it such as PAT testing.

Children will always be supervised when using the computers or internet. This will be for educational purposes only.

Virus protection software is added.

Staff will only use pre-approved email accounts on the nursery computer.

Children's names will not be published on children's photos.

Misuse of the internet, cameras, phones or new technology will result in disciplinary action.

We will report any illegal activities to the appropriate authorities.

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