

## **Policy and Procedure on using Mobile Phones & Cameras**

The Lord's Day Nursery operates a strict non camera, mobile phone and recording device policy in order to safeguard the children in our care, to protect practitioners from allegations and to maintain high levels of care and supervision within the setting in line with the Early Years Foundation Stage framework version September 2012, Ofsted and the local Safeguarding Authorities Guidelines.

The Lord's Day Nursery forbids the use of personal cameras, mobile phone and recording devices by the practitioners, students, parents and visitors within all areas of the premises setting.

All practitioners, students, parents and visitors must leave their mobile phone and any recording devices with Tanique McDonald to lock away in the office. There is a recording system in place, for everyone working in the premises and students to sign in and out when they leave/collect their phones whilst on breaks. The setting number is given to practitioners and students as the form of contact for next of kin's for any emergency situations.

Lord's Day nursery mobile will only be used in the present of children only when we are on outing with the children.

Practitioners, students and parents are made aware of these procedures upon registration and induction to the setting.

The practitioners, students, and visitors may have access to their personal devices whilst off the premises, however the procedure of no devices within the premises remain strongly applicable.

Any practitioner who does not comply with this policy will be dealt with in line with the setting's disciplinary procedure.

The children in our care will only be photographed or recorded with equipment belonging to The Lord's Day Nursery and authorised by the Nursery manager/ Director Tanique McDonald.

These photo graphs or video recordings will only be used as evidence to show children's progress, such as Profile folders, special books, website, leafleting, etc. Children will only be photographed or recorded once parental consent has been given.

Signs on Poster of the Non Camera, and Mobile phone prohibition are displayed around the setting to inform everyone accessing the Nursery premises.

Lord's Day Nursery Reviewed: December 2017

Next Review Date: December 2018