

Willow Nursery School

Mobile Phone, Smart Watch and Camera Policy

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

We believe that the staff at Willow Nursery School should be completely attentive during their hours of work to ensure all children in the nursery receive good quality care and education.

This policy outlines the protocols for the use of personal mobile phones and cameras in the nursery school.

Personal Mobile Phones

- Mobile phones must be left in bags/lockers/staff room during working hours.
- Smart watches should only be used to tell the time during working hours.
- Members of staff can give out the school phone number in case they need to be contacted in case of an emergency.
- In the case of an emergency, during working hours, personal mobile phones may be used in the privacy of the staff room/office, with the permission from the senior leadership team.
- Mobile phones/smart watches may be used during lunch breaks and only in the staffroom, in the carpark or outside school grounds.
- If members of staff take their own mobile phones on school trips for use in an emergency, they must not make or receive personal calls as this is a distraction.

Camera's and iPads

- Only designated nursery cameras or iPads are to be used to take any photographs within the school or on school trips.
- Photographs and video recordings of children must only be taken for valid reasons e.g. to record their learning and development, for displays within the school etc.
- When taking photos for use on the school website or for the press, images/video recordings may only be used if there is permission to do so (on child's new starter form)
- It is essential that the photographs taken are taken and stored appropriately to safeguard the children in our care. Camera and video use will be monitored by the headteacher. Photographs taken must be deemed suitable without putting the children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for all school ipads and cameras. These should be stored safely and appropriately when not being used.
- Photographs and video recordings must NOT be taken in the bathrooms

Use of Mobile Phones/Cameras for Visitors

- Parents and visitors are requested not to use mobile phones whilst on the premises. There are clear signs around the school advising that phones are not to be used whilst on the premises. If visitors are seen using their phone on school premises, they will be approached by a member of staff and asked to put their phone away.
- Once a year, we have a leavers celebration. We write to parents to explain that, on this occasion, parents can take photos or videos. We make it clear that parents should only try to film their own child. By choosing for their child to attend this event, parents are accepting for their child to be photographed or videoed by another parent. Parents are asked not to share images on social media (see social networking policy). If a parent does not want their child to be photographed, they should keep their child at home.
- If parents request permission to photograph their own child at special events, permission will be gained from all parents for their children to be included.
- Students and volunteers must also adhere to this policy
- It is the responsibility of all members of staff to be vigilant and report any concerns to the head teacher.
- Concerns will be taken seriously, logged and investigated appropriately.

Reviewed: Spring 2025

Next Review: Spring 2027