

# **Policy on the use of mobile phones and cameras by staff, volunteers, parents/carers and visitors, and the sharing of images**

## **1. Use of personal mobile phones and cameras by staff and volunteers**

**Thornhill Nursery recognises that staff, students and volunteers may wish to have their personal mobile phones at work for use in case of emergency. However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore Thornhill Nursery has implemented the following policy:**

Personal mobile phones and cameras should be stored in staff lockers and only used in the staff room or outside the building (away from the children). They should only be used whilst staff are on breaks or outside of working hours.

Staff, students or volunteers who ignore this policy and use a mobile on Thornhill (Primary School) Nursery premises outside of these restrictions may face disciplinary action.

Thornhill Primary School main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.

In circumstances such as outings and off site visits, staff will agree with the Head teacher or EYFS Leader the appropriate use of personal mobile phones in the event of an emergency. Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, *the 'Allegations of Abuse' process will be followed (please refer to the 'Safeguarding and Child Protection Policy')*.

Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

## **2. Use of personal mobile phones and cameras by parents/carers and visitors**

**In Thornhill Nursery we believe that dropping off and collecting you child is an important and precious part of the day. Therefore parents and carers should refrain using their mobile phones at this time.**

**Thornhill Nursery recognises that visitors may wish to have their personal mobile phones with them for use in case of emergency.**

**Safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore Thornhill Nursery has implemented the following policy:**

- Mobile phones and cameras should only be used away from the children.
- Thornhill Nursery main telephone number can be used for emergencies.
- Photos or video of children at Thornhill Nursery events please refer Thornhill Primary School Photograph and Video Policy and Mobile Phones and Cameras in accordance with the Data Protection Act1998'
- In circumstances where there is a suspicion that the material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence, the *'Allegations of Abuse'* process will be followed (please refer to the 'Safeguarding and Child Protection Policy').
- Visitors remain responsible for their own property and will bear the responsibility of any losses.

### **3. Use of Thornhill Primary School and Nursery mobile phones, cameras and recording equipment**

**Thornhill Primary School and Nursery provides mobile phones and cameras for staff, students and volunteers to use to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following policy applies:**

- Only the cameras and recording equipment belonging to Thornhill Primary School and Nursery may be used to take appropriate and relevant images of children, i.e. observations, photographs of activities and events.
- Images must be used in accordance with the Data Protection Act 1998 (please refer to the document 'Guidance for settings on the use of Images, Mobile Phones and Cameras in accordance with the Data Protection Act 1998').
- Cameras and recording equipment should not only be used in areas where intimate care is carried out.
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases, the 'Logging Concern Form and Body Map' must be used.
- The school and nursery mobile phone can also be taken off site in circumstances such as outings. These mobiles do not have a camera facility.
- In circumstances where there is a suspicion that the material on any of the Thornhill Primary school and Nursery mobile phones may be unsuitable and provide evidence relating to a criminal offence, *the 'Allegations of Abuse' process will be followed (please refer to the 'Safeguarding and Child Protection Policy')*.
- Thornhill mobile phones remain the property of the School at all times and should not be taken off of the premises (with the exception of visits and outings).