

# Stepping Stones Childcare

## Acceptable Use Policy

This Acceptable Use Policy will incorporate these separate policies:

- Camera, Mobile Phone & Recording Device Policy
- Mobile Phone Use Policy
- E-safety Policy Statement

At Stepping Stones we recognise that photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements, is an effective form of recording their progression in the Early Years Foundation Stage.

However, we also recognise that it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

This policy links to the: -

- Safeguarding Policy
- Employees Code of Conduct
- E-Safety which includes the use of Social Networking Sites
- Whistleblowing Policy
- Disciplinary Policy Responsibilities of Staff, Students, Volunteers and Visitors including parents/carers:

Staff will:-

1. Follow the policy at all times
2. Report any incidents they observe where others do not observe this policy.
3. Parents are not to bring cameras into the nursery without the Manager's consent.

## Procedures

Only the designated nursery camera is to be used to take any photo within the setting or on outings. Camera mobile phones must **NEVER** be used to take photographs within or out of our setting. The exceptions being special occasions such as outings or Christmas party where they may be used by parents only with the prior written permission of parents of all children attending Nursery on that day

This policy was adopted on	Signed on behalf of the nursery	To be reviewed on
19/11/2021	<i>Susan Perkins</i>	19/11/2022

## The use of camera and recording devices Policy

We ensure that any photographs or recordings taken of the children in our nursery are only done with prior permission from each child's parent. This is gained when each child starts at the nursery or if a special event occurs.

Parental permission includes photographs and video recordings for use in the child's learning journey, for display purposes, for promotion materials including our nursery website, local paper or magazines. We also ensure parents understand that their child may also be on another photograph but not as the primary person, which may be used in another child's learning journey.

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 camera, mobile, or wearable device or nursery laptop** and must only use tablets provided by the nursery.

Parents are not permitted to use any video recording device or camera (including those on mobile phones) on the nursery premises without prior consent from the Manager.

During special events such as birthdays, Christmas, barbecues or leaving parties permission is also sought from all the parents as stated above before the event. This will ensure all photographs taken are in line with parental choice.

With the introduction of The Learning Book for recording the progress observations of children, staff use the tablet. Each tablet has an individual password and to access the Learning Book website a confidential username and another password is used to prevent unauthorized access.

The Nursery Manager will monitor all photographs and recordings to ensure that the parent's wishes are adhered to.

# Mobile Phone Policy

## Staff – on nursery premises

- Staff and students are required to place their mobile phones in the locked filing cabinet on arrival and sign that they have done so.
- Staff are not permitted to have their mobile phones with them outside of the staff room at any time.
- Staff are permitted to use their mobile phones during lunch breaks.
- Staff may arrange to receive important calls when necessary on the nursery landline during the nursery day.
- Staff are informed of the policy upon Induction.

## Parents and Visitors

- Mobile phones are not removed from visitors when they arrive at the nursery
- Visitors are not permitted to use their mobile phones when in contact with the children in the nursery.
- Visitors are not permitted to use their mobile phones as recording devices or cameras within the nursery.
- If visitors received a call during their time at the nursery, they are asked to answer it in the staff room.
- Parents are expected to ensure their mobile phones are on silent or turned off during nursery events i.e concerts as this may distract the children.

## Hand Held Recording Devices.

- The nursery uses tablets for the purposes of taking photographs and recording observations of the children directly through the Learning Book.
- These devices are safeguarded and protected as they store information directly into a secure online site, are password protected and are not connected through, emails or any telephone network.

This policy was adopted on	28.04.2017	
Signed on behalf of the nursery by	<i>Susan Perkins</i>	
Date circulated to the staff	02.05.2017	
Renewal date	28.04.2018	
<b>This policy was reviewed</b>	20.03.2018	<b>signed:</b> <i>Susan Perkins</i>
<b>Renewal date</b>	20.03.2019	
<b>Policy renewed on</b>	<b>Signed on behalf of the nursery</b>	<b>To be revised on</b>
09/01/2019 and 25/02/19	<i>Susan Perkins</i>	25/02/2020
11/02/2020	<i>Susan Perkins</i>	11/02/2021
25/03/2021	<i>Susan Perkins</i>	25/03/3022
04/02/2022	<i>Susan Perkins</i>	04/02/2023

