

Guisborough Montessori

Mobile Phone and Photography Policy

1. The purpose and Importance of Mobile Phone and Photography Policy

Guisborough Montessori Nursery recognises that for the safety of the children in our care we are a no mobile phone site when children are in the building.

The concerns are mainly based around these issues:

* Staff being distracted from their work with children
* The use of mobiles phones around children
* The inappropriate use of mobile phones

1. Ensuring the safe and appropriate use of mobile phones by staff

Staff have mobile phones for their own personal use. However, mobile phones must:

* Be kept in locker
* Not be used at any time other than before, after work or on recognised break times
* Only be used when children are not present

If staff fail to follow this guidance, disciplinary action will be taken in accordance with the staff contracts. Staff must ensure that there is no inappropriate or illegal content on the device. The nursery’s phone (landline and mobile) must be used for all school purposes including emergency calls. When children undertake a school trip or journey, mobile phone use by adult leaders should be limited to contact with the setting or venues being visited, except in emergencies and then only with approved telephones. **Mobile phone technology may not be used to take photographs.** There are digital cameras available, and only these should be used to record visual information within the consent criteria guidelines of the local authority and the nursery.

1. Ensuring the safe and appropriate use of mobile phones by children

Children should not use mobile phones within the nursery and should not bring them into the nursery.

1. Ensuring the safe and appropriate use of mobile phones for volunteers and visitors

Within their induction to the setting, all volunteers and students are given information regarding the use of mobile phones within nursery. If they need to make an emergency call during their volunteering, they may use the nursery’s telephone. Volunteers and visitors are not permitted to take photographs or recording of the children on their mobile phones.

1. Ensuring the safe and appropriate use of mobile phones for parents and carers

Parents and carers are not permitted to use their mobile phones for recording videos or taking photographs in any situation. If photographs are to be taken in performances such as the nativity performance, carol concert etc. then staff will take the photograph with a camera or ensure that the child is taken to a space where only they will be in the photograph. All parents are asked for signed permission for this to occur when their child commences nursery. On each occasion, parents are reminded that under our internet safety policy, no photographs will be used for any public use or posted on any social media site.

1. Photograph safety

The safeguarding of children is paramount to the staff of Guisborough Montessori. Some parents have requested that we do not take pictures of their children and we need to ensure the safety of every child in our care.

1. Events at nursery

During events such as:

Christmas Performance (Plays)

End of year performances

Sports Days

We shall ensure that a form is provided as a disclaimer. Pictures should be taken cameras and not mobiles phones.

You will need to agree that these photographs are a record of your child’s special moments within nursery and will not be placed on social media sites such as Facebook.

We appreciate that as a parent, you will want to capture special moments within nursery and hope that you will respect our terms and conditions to keep all children safe.

Guisborough Montessori adopted this policy and procedures in June 2021 and will review it annually.