

Mobile Phone/ Recording Equipment Policy

We work within the Statutory Framework for the Early Years Foundation Stage (EYFS), published by the Department for Education (DfE) in March 2021, effective from September 2021

Links to:

Childcare Act 2006	Disciplinary & Grievance Policy
Children Act 2004	Equality Act 2010
Conventions on the Rights of the child, UNICEF 1992	Human Rights Act 1998
Data Protection Act, 2018	Staffing and Employment Policy

Mobile Phones

Merry go Round accept that staff, students, volunteers and visitors will bring their mobile phones to work/the setting. Personal mobile phones must not be used within the nursery at any time.

On entering the building, all staff, student, volunteer and visitor mobile phones and/or recording equipment must be logged in and out, switched off and stored in a designated storage facility. Staff may only use their phone during lunch breaks in designated staff area (office or staff room only). Mobile phones cannot be used outside on school premises.

Mobile phones designated for use by nursery rooms all have the camera lens destroyed to prevent use.

Smart Watches

Merry go Round recognise there are many health benefits for the use of smart watches such as counting steps and heart rate.

To ensure the safe wearing of Smart Watches staff/ students/ volunteers and visitors must: Ensure the watch is in 'flight mode' or Bluetooth is disconnected, this will ensure there is no internet connectivity to access notifications or Wi-Fi.

Understand they may not use their watch to receive calls or check messages whilst in the playrooms as this creates distraction and potential dangers.

Be vigilant of others checking their watches and remind them of the nursery policy and procedures of the safe wearing of a smart watch.

Not use their Smart Watch to take or access photos or images whilst on nursery premises (indoors or outdoors) and whilst on local trips/outings.

Where ongoing technology advances Merry go Round reserves the rights to request the removal of a Smart Watch if the safety of a child[ren] is at risk.

All visitors will be required to disconnect their smart watch and hand their mobile phone in on arrival, to be stored in the nursery office for the duration of their visit.

Recording Equipment

The nursery provides tablets for staff to record photographs, videos and observations linked to the child and the EYFS. On registration with the nursery, parents are asked to sign a consent form to allow staff to take pictures of their children within the nursery. All footage is deleted from the tablet on a weekly basis or once parents have received the information. Recording equipment is only permitted for use within the nursery classrooms. The recording equipment is never to be used in the office, toileting areas, changing areas. Failure to comply with this policy will result in disciplinary action as it is a breach of confidentiality and Data Protection.

No visitors will be permitted to use recording equipment whilst in the nursery or its grounds, unless prior consent has been sought by both the Manager and the parents of those children to be filmed.

Inappropriate Usage of Mobile Phones/Recording Equipment

Merry go Round does not tolerate inappropriate usage of mobile phones/ recording equipment. Any staff member found to be doing so will be dismissed immediately on the grounds of gross misconduct (see section 5 of Disciplinary and Grievance Policy) and appropriate authorities will be informed.

Any visitors found to be doing so will have the device removed and all images deleted, and they will be asked to leave the premises. The appropriate authorities may also be contacted.

Adoption Date: 1st September 2020.

Signed:

Nm Orel

Annual Review

Reviewed 1st September 2021

Reviewed 1st September 2022

Reviewed and amended 1st September 2023

Next review 1st September 2024