

## **Camera, mobile phone, social networking and recording devices:**

We actively uphold the safety and welfare of all children in our care. We consider our team to be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education. To ensure the safety and well-being of children we do not allow team to use personal mobile phones during working hours. We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings. To ensure that children are being adequately supervised whilst on outings we have further policies and procedures in place which restrict the use of phones to emergency use only. Phone calls from the nursery landline or nursery mobile phones will be the only calls that staff answer whilst on outings and any text messages or WhatsApp contact received will be replied to once back at the nursery setting. Parents are provided with the landline number and the other nursery mobile phones to contact in case of emergency.

We require our team to be responsible and professional in their use of social networking sites in relation to any connection to the nursery, nursery staff, parents or children. We ask parents and visitors to respect and adhere to our policy.

Staff members (including any agency workers) must adhere to the following:

- Mobile phones are either turned off or on silent and locked away in the lockable box in the kitchen. Staff are not allowed to access their phones during their hours without managements permission. The phones will only be allowed to be taken out of the box during the staff members lunch breaks.
- Mobile phones can only be used on a designated break once outside of the nursery.
- During outings, staff will use mobile phones belonging to the nursery where appropriate.
- Team must not post anything on to social networking sites such as Facebook that could be construed to have any impact on the nursery's reputation or relate to the nursery or any children attending the nursery in any description.
- Staff must not post anything on to social networking sites that could offend any other member of staff or parent which attend The Railway Children (this includes both branches of the railway team)
- Staff are prohibited from contacting parents on any forms of social media first. Contact may be made once the child is no longer in the care of The Railway Children.
- If there are any changes in contact between staff and parents (for professional reasons) this must be disclosed to management.
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal. For further information please refer to our disciplinary policies and procedures.

## **Parents' and visitors' use of mobile phones and social networking**

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children. There are 'no mobile phones' posters in the entrance to the nursery and when parents first attend during a show around/first day they are politely informed that we do not allow the use of mobile phones in the building.

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post publicly or privately information about any child on social media sites such as Facebook and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

Parents/visitors are invited to share any concerns regarding inappropriate use of social media with the Manager or Childcare Director).

We recognise that photographs and video recordings play a part in the life of the nursery. We ensure that any photographs or recordings taken of children in our nursery are only done with prior written permission from each child's parent. We obtain this when each child is registered and we update it on a regular basis to ensure that this permission still stands.

Staff are not permitted to take photographs or recordings of a child on their own cameras, mobiles or other devices and may only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parent's wishes are met.

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

During special events, e.g. Christmas or leaving parties, team may produce group photographs to distribute to parents on request. In this case, we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

## Nursery Mobile

We have a nursery mobile in the baby room, toddler room and 2 in the preschool building, in which we use to contact parents and be in daily communication with them via text, calls and WhatsApp. We use WhatsApp to broadcast messages to reach families; to remind them of up and coming events and inform them of any need to know information. The nursery mobile is also used to take photos which we upload to 'Blossom Educational' and Facebook as well as share photos with parents. The Mobile is taken on outings and has a password to ensure other people are unable to access the phone. The Mobile is not to be used by members of team for personal use unless agreed by a manager, at which point would need to be for a valid, urgent reason. The Mobile is not to be used for internet browsing unless it is work related.

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| This policy was adopted: | Signed on behalf of the nursery: | Date for Review: |
| 31/07/2025               | Rebecca Chudley                  | Ongoing          |