This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches. It also includes Fit bits - ones that receive calls and messages are not allowed but ones that only count steps are. More and more devices are technically, capable of connecting us to the outside world. We will adapt the policy to include all devices we deem required to safeguard children.

Mobile phones and other devices that accept calls, messages and video calling
At Millfield we promote the safety and welfare of all children in our care. We believe our staff should 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 staff to use personal mobile phones, smartwatches and/or fit bits during working hours.

Staff must adhere to the following:

- Mobile phones/smartwatches/fit bits are either turned off or on silent and not accessed during your working hours
- Mobile phones/smartwatches/fit bits can only be used on a designated break and then this must be away from the children
- Mobile phones/smartwatches/fit bits should be stored safely in the staff room at all times during the hours of your working day
- Only nursery owned devices will be used to take photographs or film videos – we have a nursery camera specifically for this purpose

Parents’ and visitors’ use of mobile phones and smartwatches
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. However, 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.
If you are found to be using your phone inside the nursery premises you will be asked to finish the call or take the call outside.
We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child.
Visitors are requested to leave their mobile phones or smart watches in the safety of the office.

Photographs and videos
At Millfield, 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 and only share photos with parents in a secure manner. We obtain this when each child is registered, and we update it on a regular basis to ensure that this permission still stands.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child’s development records; for display purposes; for promotion materials including our nursery website, brochure and the local press; and the different social media platforms we
use. We ensure that parents understand that where their child is also on another child’s photograph, but not as the primary person, that may be used in another child’s learning journey.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child’s play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles, tablets or smartwatches and may only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parents’ wishes are met and children are safeguarded.

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

Policy Reviewed
May 2018
Social Networking Policy

Social media is becoming a large part of the world we live in and as such at Millfield we need to make sure we protect our children by having procedures in place for safe use.

We use Facebook and Instagram to share pictures of the activities the children have accessed at nursery. In order to safeguard children, we will:

- Ensure all children in the photographs or posts have the correct permissions in place from their parent / carer
- Not allow others to post on our Facebook page, i.e. only management can post on the page
- Monitor comments on all posts and address any concerns immediately.

Staff use of social media

We require our staff 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.

- When using social networking sites such as Facebook or Instagram staff must:
  - Not name the setting they work at
  - Not make comments relating to their work or post pictures in work uniform
  - Not send private messages to any parents/family members
  - If a parent asks questions relating to work via social networking sites, then staff should reply asking them to come into the setting or contact the manager
  - Ensure any posts reflect their professional role in the community (e.g. no inappropriate social event photos or inappropriate comments i.e. foul language)
  - Report any concerning comments or questions from parents to the manager/safeguarding lead
  - Follow the staff behaviour policy
  - Not post anything 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 way

- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Policy Reviewed
May 2018