

Nurseries Policies

Sussex House Nursery and Wendy House Nursery

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Statement of Intent

BSUH nurseries recognise that mobile phones are a part of everyday life for Parents, Carers and Staff.

This policy is part of the nurseries commitment to safeguarding the welfare of children in our care.

Our intention is to provide an environment reducing the following concerns:

- 1) Staff being distracted from their work with children
- 2) The inappropriate use of mobile phone cameras, cameras and videos

Mobile Phones

- During the induction period to the setting all staff, volunteers and students are explained the use of a mobile phone is not permitted at any time and is only permitted during their breaks in areas which are not accessed by children.
- Within our nurseries there is a landline telephone which has two portable handsets. They are based in the office and occasionally in a playroom.
- Staff and volunteers working directly with children must not access mobile phones in areas where children are permitted for example playrooms and gardens
- Staff and volunteers to keep mobile phones in cloak/staffrooms areas.
- Phones calls to be taken during their breaks in designated areas i.e. cloak/staff room areas or nursery office
- If staff have a personal emergency they are free to use the nursery's telephone or to use their mobile phone in the designated area after consultation with the Nursery Manager.
- If any staff member has a family emergency or similar and required their mobile phone to hand, prior permission must be sought from the Nursery Manager and the phone must be kept visible for other staff members.
- Phones not to be used for photographic images.
- Parents are encouraged to not to access their phone during staff feedback OR if essential to receive the call in an area which is private to other children or staff
- The nursery main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.
- In circumstances such as outings and off site visits, staff will agree with their manager the appropriate use of personal mobile phones in the event of an emergency.
- Is it the responsibility of all members of staff to be vigilant and report any concerns.

- Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the allegation process will be followed (please refer to the 'Safeguarding and Child Protection Policy').
- Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.
- Staff are responsible to provide the Nursery Manager with up to date emergency contacts should their own family be needed to be contacted whilst they are in work if they should become ill, have an accident or other unforeseen incident.

Digital Cameras and Recording Equipment

- An essential way to support and record a child's development and engage parents/carers with the learning of their child is through the use of photographs. All parents are requested to sign a consent form when their child is registered with the nursery
- Nursery cameras are used to record individual/group activities and nursery events. Images taken should ideally be downloaded within one week and then destroyed from memory.
- Only nursery cameras are to be used to take images of the children either on the premises or on outings.
- Photographs taken for the purpose of staff / student studies, outside agencies or promotional material will require consent by the legal guardian
- Images taken on the camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- Under no circumstances must a camera of any kind be used in the bathroom or nappy changing areas without prior consultation with the Nursery Manager or Deputy Manager, for example washing.
- Cameras and recording equipment should only be used where two or more staff members are present and not in areas where intimate care is carried out.
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases, the 'Logging Concern Form and Body Map' must be used. Further advice would be sought with the Local Safeguarding Children Board.
- All staff members are responsible for the location of the camera; this should be placed within a lockable cabinet or draw when not in use.
- The nurseries use professional photographers for individual and group pictures. Consent is requested prior to the photographic session.
- Photographers are to be treated as any other visitor on the premises and as such appropriate levels of supervision will be in place at all times.
- Parent/Carers/Families are requested to take only photography's/videos of their child when attending nursery events i.e. sports day, Christmas concerts
- In the case of a nursery event or production parents are permitted to take photos of their own children in accordance to the BSUH Nurseries Images protocol which would strongly advised against the publication of any photos on a personal social networking site.
- Parents / Carers are requested not to post any images of other children without prior consent on social networking sites.