

# NURSERIES: MOBILE PHONES, SMART WATCHES & CAMERA POLICY AND PROCEDURE

## CONTENTS

1	POLICY STATEMENT .....	1
2	MOBILE PHONES .....	1
3	SMART WATCHES.....	2
4	DIGITAL CAMERAS AND RECORDING EQUIPMENT .....	2
5	E- SAFETY.....	3
6	ASSOCIATED POLICIES AND PROCEDURES .....	3
7	APPROVAL AND REVIEW DETAILS.....	3

## 1 POLICY STATEMENT

University Hospitals Sussex NHS Foundation Trust nurseries recognise that mobile phones and smart watches 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, smart watches, cameras and videos

## 2 MOBILE PHONES

We recognise that staff, parent/carers, visitors and contractors accessing our premises will be in possession of a Mobile Phone device, to minimise any risk of to the welfare and safety of our children we will endeavour to:

- 2.1 Staff, volunteers or outside professionals working directly with children must not access mobile phones in areas where children are permitted for example playrooms and gardens.
- 2.2 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.
- 2.3 Within our nurseries there is a landline telephone which has two portable handsets. They are based in the office and occasionally in a playroom.
- 2.4 Staff and volunteers to keep mobile phones in cloak/staffrooms areas.
- 2.5 Phones calls to be taken during their breaks in designated areas i.e. cloak/staff room areas or nursery office
- 2.6 If staffs 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.
- 2.7 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.
- 2.8 Phones not to be used for photographic images unless it is an UHSussex NHS Foundation Trust device.
- 2.9 Parents/Visitors 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
- 2.10 The nursery main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.

- 2.11 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.
- 2.12 Is it the responsibility of all members of staff to be vigilant and report any concerns.
- 2.13 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').
- 2.14 Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.
- 2.15 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.

### 3 SMART WATCHES

UHSussex NHS nurseries 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 must:

- 3.1 The watch has to be worn in 'flight mode' or Bluetooth is disconnected, this will ensure there is no internet connectivity to access notifications or Wi-Fi.
- 3.2 Staffs understand they may not use their watch to receive calls or check messages whilst in the playrooms as this creates distraction and potential dangers.
- 3.3 Staffs have to be vigilant of others checking their watches and remind them of the nursery policy and procedures of the safe wearing of a smart watch.
- 3.4 Photographs can only be processed from a Smart Watch with a mobile device in close proximity; staffs are reminded that the safe storage of a mobile phone is in their locker or bag kept in the staff room/cloakroom, the staff room or office.
- 3.5 Staff should not use their Smart Watch to access photos or images whilst on nursery premises (indoors or outdoors) and whilst on local trips/outings.
- 3.6 **Where ongoing technology advances UHSussex NHS nurseries reserves the rights to request the removal of a Smart Watch if the safety of a child[ren] is at risk.**

### 4 DIGITAL CAMERAS AND RECORDING EQUIPMENT

- 4.1 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
- 4.2 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.
- 4.3 Only nursery cameras/ nursery mobile phone are to be used to take images of the children either on the premises or on outings.
- 4.4 Photographs taken for the purpose of staff / student studies, outside agencies or promotional material will require consent by the legal guardian
- 4.5 Images taken on the camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress. Children should also be suitably dressed
- 4.6 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.
- 4.7 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.

- 4.8 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 sort with the Local Safeguarding Children Board.
- 4.9 All staff members are responsible for the location of the camera; this should be placed within a lockable cabinet or draw or nursery office when not in use.
- 4.10 The nurseries use professional photographers for individual and group pictures. Consent is requested prior to the photographic session.
- 4.11 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.
- 4.12 Parent/Carers/Families are requested to take only photograph's/videos of their child when attending nursery events i.e. sports day, Christmas concerts however UHSussex NHS nurseries cannot take responsibility if this is not adhere to.
- 4.13 In the case of a nursery event or production parents are permitted to take photos of their own children in accordance to UHSussex NHS Nurseries Images protocol which would strongly advised against the publication of any photos on a personal social networking site.
- 4.14 Parents / Carers are requested not to post any images of other children without prior consent on social networking sites.
- 4.15 UHSussex NHS nurseries cannot be held responsible for any Parent/Carer sharing of images when attending nursery events in which theirs and other children are participating.

## 5 E- SAFETY

- 5.1 Nursery Managers and staff are responsible for ensuring that I.C.T equipment is used only for the intended purpose.
- 5.2 Only University Hospitals Sussex NHS Foundation Trust equipment I.C.T equipment such as computers, laptops, cameras and mobile phones are to be used on the nursery premises.
- 5.3 All computers/laptops have suitable virus protection.
- 5.4 All children accessing I.C.T equipment within the nurseries will be supervised by a member of staff
- 5.5 All computers for use by the children and parents will be sited in areas visible to staff.
- 5.6 Computer Programs and websites will be used as educational resources only after a member of staff have accessed it first and viewed its contents.
- 5.7 Internet roaming by staff will not be in the presence of children.
- 5.8 Nursery staffs regularly talk to children about 'safe use of the computer and internet'.
- 5.9 E-Safety information is provided to Parents and Carers to help support I.C.T. at home.

## 6 ASSOCIATED POLICIES AND PROCEDURES

- [UH Sussex Nurseries Safeguarding & Child Protection Policy](#)
- [UH Sussex Nurseries ICT & Social Media Policy](#)

## 7 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Written Amendments 11/05/2021	<a href="#">Tracey Gregory, Childcare Services Manager</a>
Reviewed Amendments 24/05/2021	<a href="#">Lorraine Brunton, Wendy House Nursery Manager, Princess Royal Hospital</a>
Next Review Date	December 2022

Approval and Amendment History	Details
Written 20/09//2017	<a href="#">Tracey Gregory, Childcare Services Manager</a>
Reviewed 28/09/2019	<a href="#">Tracey Gregory, Childcare Services Manager</a> <a href="#">Lorraine Brunton, Wendy House Nursery Manager, Princess Royal Hospital</a>