

## Apple Tree Day Nursery Camera, Mobile Phone and Recording Devices Policy and Procedure.

The setting operates a camera, mobile phone and recording device policy to protect children, protect staff from allegations and maintain high standards of care within the setting.

- \* The setting forbids the use of personal cameras, mobile telephones (except in the situation of a short trip or outing) and recording devices by staff members, students and volunteers whilst on duty.
- \* All staff, students and volunteers are required to switch off (or to silent) their mobile phones and recording devices and place them in the locked cupboard in the office on commencement of their shift. They will only be accessible during break times.
- \* Personal devices will be signed in and out of the secure cupboard by the staff member and person in charge of the mobile phone log.
- \* Any staff member who does not comply with the 'camera, mobile phone and recording device policy' will be dealt with in line with the settings grievance and disciplinary procedures.
- \* Children will only be photographed or recorded by the use of a camera/ recording device that has been agreed by the Nursery Owner/ Manager. Children will only be photographed or recorded if parental consent has been obtained.

Reviewed and agreed on

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Next review date

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