

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 are required to put their devices in the locked cupboard up stairs when arriving for their shift and can have them back during lunch breaks only.
- * 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.
- *staff record the children's learning on I Pads which has had all social media access blocked for child protection. Parents have access via pass word to log in to have updates on their own child's information.