

## 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 their lockers in the outer building (staff Room) before entering the Nursery.
- \* 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 1.1.2016

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