



The

Lloyd Williamson

Nurseries

**Media
Policy:**

Mobile Telephones and Cameras

2021-2022

Use of Mobile Telephones

1. Staff working in the nursery are not permitted to use mobile phones whilst carrying out any duty that involves supervision or contact with children (with the exception of trips and visits where use is permitted to facilitate the health and safety of the members of the party, which should be, where possible, in full view of other members of staff on the trip or visit).
2. Staff working in the nursery are not permitted to have a mobile phone on their person at any time when they are in any room. The only exception to this is: the staff room and nursery office. Mobile telephones must be kept switched off in a personal bag, at the owners risk, in the locker provided to all staff. When on trips or visits, a mobile telephone may be used by a nominated senior member of the nursery team to facilitate the health and safety of the members of the party but must only be used in emergencies and, where possible, in full view of other members of staff on the trip or visit.
3. No member of staff is allowed to take photographs or video footage with a mobile telephone, for any reason, when in charge of children during off-site school trips or activities. Photographs may only be taken in line with the Camera Usage Policy.
4. Children should not bring mobile telephones to nursery. The nursery accepts no responsibility for any loss or damage whilst the phone is on or off school premises.
5. When a child does bring a mobile phone to nursery, the phone must remain switched off during the school day and held in the office.
6. Where a child is found by a member of staff to be using a mobile phone for any purpose, the phone will be confiscated from the child and returned to the parent, guardian or carer.
7. The nursery will treat breaches of this policy as they would treat any other breach of school rules or staff discipline policy.

Camera Use

Aims

Staff at The Lloyd Williamson Nurseries use photographs and cameras for:

- Assessment, planning and recording
- Observation tools
- Information for visitors and parents
- Training purposes
- Language extension
- Teaching and learning resources

Use of Photographs

Photographs are used extensively throughout the nurseries for a variety of purposes. Generally staff take photographs of the children throughout the year to capture a particular example of play or something that a child has achieved. In addition we use photographs for:

Photographs	Purpose
Displays of children's work	<i>A record of ideas and topic references for future use</i>
Examples of children's play	<i>As a part of an individual child's profile given to parents at the end of the year.</i>
Nursery rooms	<i>To show the range of activities for visitors and parents</i>
Nursery Prospectus and Parents Handbook	<i>To explain the work of the nursery to current and prospective parents and also visitors</i>
Special events and festivals	<i>As a record of the year and for children and parents to look at and talk about</i>
Birthday display	<i>Used as a class resource for talking about birthdays, months of the year etc</i>
Photographic maps of the school and local environment	<i>A resource for topic work usually focused in on knowledge and understanding of the world</i>
From home in the All About Me topic	<i>To act as a link between home and nursery</i>

Camcorders are also occasionally used in the nurseries usually for the purpose of recording school concerts or other such events like Sports Day, Graduation etc.

Points to Consider

We are aware of the need for sensitivity when taking photographs or digital camcorder footage and observe the following:

- The child does not object to having his/her photograph taken
- Photographs are used to show positive issues (e.g. a piece of work that the child has worked hard on or is pleased with, children/staff being co-operatively)
- We are inclusive so that gender, race, special educational needs, and differing abilities are reflected in a balanced way
- There may be cultural issues of which we need to be aware when taking photographs of children from different ethnic minority groups
- Parents give permission for staff to take photographs and can object in writing to the Director
- We do not allow people outside of the nursery (other than recognised parents from the nursery) to take digital pictures or camcorder footage.

Where photographs, videos or even samples of children's work are to be displayed outside school we seek parental permission for this to happen.

Examples of this are the school website, newspaper reports, publicity or exhibitions of children's work.

Students, visiting professionals or researchers who need to take photographs or videos as part of their work, are made aware of the need for confidentiality and that children will not be named or identified in any other way.

Parents are made aware of our use of cameras, and the location of this policy through the Parents Handbook and have the opportunity to voice any concerns at any time.

Parents Photographing and Videoing Children at Nursery

Parents may take photographs of nursery events subject to ordinary courtesies such as not obscuring the view of other audience members or distracting the children.

It is, however, important to note (and to advise parents if necessary) that photographs and/or camcorder footage should not be published in print or digitally (e.g. on third party websites) without the approval of the parents of all the children featured in the photograph/video. This applies both to individuals and to nurseries. Addresses and/or any other personal information should never be published in association with photographs.

Updated August 2021

Lucy Meyer
Director