

Mobile Telephone, Video & Camera Equipment Policy

Bloom Day Nursery does not allow the use of Mobile Telephones, tablets or any other device that has camera or video function (unless authorised by management for work related activities) on the premises during working hours. This is in accordance with the Statutory Guidance of the Early Years Foundations Stage April 2017 (3.4). All Key Carers will sign their mobile phones and any other video devices over to the office for safe storage. All devices will remain secure until the end of your shift or you are leaving the premises at which point you will sign to say you have collected your phone. Mobile phones must not be left in the staff room- any staff found to have their mobile phones in the staff room will undergo disciplinary action. This policy is primarily to protect all children but also to protect staff and parents/visitors to Bloom Day Nursery from safeguarding allegations.

Parents/Carers will be made aware at the time of induction that they are not allowed to use their mobile telephones or take pictures or videos whilst on the premises.

The use of camera's will only be by Key Carers to record activities and the development of each individual child. Parents/carers will be asked to sign a consent form at the point of enrolling their child/children to allow us to take necessary photographs. Photographs may be displayed on Bloom Day Nursery's website where again permission will be sought from parents prior to publication. Please do not ask us to send photographs to any electronic devices such as mobile phones or email addresses as we aim to protect all children that attend Bloom Day Nursery.

All Key Carers will be asked to give their immediate family, schools, childminders etc.. the Bloom Day Nursery office contact telephone numbers in the case of emergencies. 0161 873 7432.

Video equipment will only be used by Bloom Day Nursery to record specific events. Copies can be allocated to parents/carers on request if required.

Date of Review: March 2018