

CAMERA, MOBILE PHONE AND RECORDING DEVICE POLICY

Primrose Hill Day Nursery operates a camera, mobile phone and recording device policy in order to protect children, protect staff from allegations and maintain high standards of care within the setting.

- The Nursery forbids the use of personal mobile phones, personal cameras and recording devices by staff members, students, volunteers and visitors to the setting.
- Any personal devices that are brought into the setting should be placed on silent or off and placed in the office or in your personal locker.
- Staff members, students and volunteers may access personal devices during breaks however they are only to be used in the staff room.
- Any staff member, volunteer or student found to be in possession of personal mobile phones or recording devices whilst not on a scheduled break will have the device confiscated by management and disciplinary procedures will be carried out.
- Children will only be photographed using the Primrose Hill electronic devices.
- Nursery mobile phones must not be used for personal usage and should never be taken into children's changing areas, for the safety of staff and children.
- Photographs are uploaded onto secure computer which is to stay on nursery premises unless being serviced or are directly uploaded to family app and then deleted off the device.
- Children will only be photographed if written consent has been obtained.

Any events such as Nativity Shows, or any other shows provided by the children to their parents. If all parents have provided consent then parents are allowed to use their own camera, mobile phone and recording device to record this special event provided by the children. They are advised not to share this on social media or an outright ban will be imposed