THE BCoT NURSERY

Technological Devices

Introduction:

BCoT Nursery understand that technology is a wonderful thing as it allows us to document, share and keep in touch easily. We also know that within nursery technology is something that must be managed particularly carefully to ensure the safety of the children in our care. The following policy ensures that mobile phones, cameras, electronic tablets and other technology are used properly within the nursery and, therefore, that we are safeguarding the children.

Procedures:

- Personal mobile phones, cameras or tablets must be stored in staff bags or lockers either in the staff room or the office and only used in these rooms or outside the building when staff or students are on breaks or outside of working hours.

- If a staff member/student needs to be contacted in working hours then BCoT Nursery's main telephone number (01256 306213) is to be used.

- Parents/carers and visitors mobile phones, cameras and tablets must be used in the office, staff room or off-site.

- Staff, students, parent/carers and visitors are responsible for their own property and will bear the responsibility of any losses.

- Photos of children in nursery or at nursery events must not be taken by parents/carers or visitors, without prior permission from other parents/carers.

- Only cameras and recording equipment belonging to BCoT nursery will be used to take photos and videos.

- Appropriate and relevant images of children, i.e. observations, photographs of activities and events etc.

- Cameras and recording equipment will only be used where two or more staff members are present and not in areas where intimate care is carried out.

- BCoT Nursery mobile phone, cameras and tablets remain the property of the nursery at all times and must not be taken off the premises in the exception for visits and outings.

- The Nursery has a mobile in case of power cuts or children's outings. Please note the number: **07867464565.**

- Failure to adhere to this policy may result in disciplinary action.