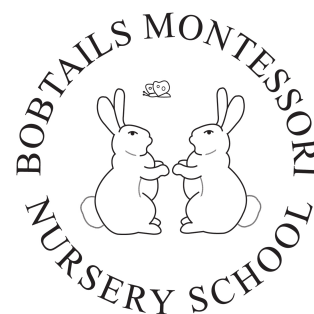


POLICY ON THE USE OF INTERNET, MOBILE PHONE, CAMERAS AND SOCIAL NETWORK SITES



We live in an age where digital technology has increased the use and misuse of photography and video images of children.

In accordance with Ofsted requirements, mobile phones and cameras must be switched off before entering the nursery. This applies to staff as well as parents and other visitors. Wherever possible mobile phones will be kept in a lockable cupboard or left in cars outside of the setting. Any concerns with regard to unacceptable use of mobile phones/cameras must be reported to the supervisor of the day and action will be taken immediately.

Use of the school camera will be controlled through a system of logging users on a daily basis. The recording, taking and sharing of images, video and audio on any mobile phone is not permitted unless it is authorised by management who will ensure any such use is monitored and recorded. All mobile phone use is open to scrutiny by management.

Parental permission will be sought for the taking and publishing of any images of children ref: photographic images of children consent form. It is the nursery policy to allow parents to take photographs and videos of their children at the Nativity production. However, they are requested not to post these images to any social network sites without the permission of other parents.

Photographs will be maintained securely and for authorised use only. Digital images will only be held on the nursery laptop until they are distributed to parents at the end of the child's time at the nursery. The masters will then be deleted from the laptop. Some photographs will be printed for the use in learning journals. When a professional photographer is invited to take school photos of the children we will ensure that this person is known to us and whether or not they have a valid DBS/CRB check.

Whilst recognising the benefits of the social interaction generated by social networking sites the following restrictions on their use by members of the Bobtails staff team, volunteers or students are as follows:-

Work related comments, photos or other information on face book, twitter or any other social networking site which are of a bullying, intimidating or defaming nature will not be tolerated and will be dealt with as if the comments were made at work.

References to Bobtails and the discussion of any work related matters are strictly prohibited and contravention will result in disciplinary action and potentially dismissal.

Any comments likely to damage the reputation of Bobtails Nursery or comments that might destroy or damage relationships between the business and its customers, employees or outside agencies will be subject to immediate disciplinary proceedings.



Any private phone calls that need to be made or received during nursery hours must be made using the nursery landline (01403 786176)

Students who need to use their laptops will be required to sign an agreement that the contents of their laptop will be accessible to the supervisor of the day.

