



Photography, IT & Online Communications Policy

1. Summary

At Little Dragon's Day Nursery, we recognise the importance of photographic and electronic equipment and online communications in the day-to-day running of the nursery. This policy outlines the procedures in place to ensure the safety and welfare of our children.

2. Legal framework

We follow the legal requirements set out in the Data Protection Act 2018 with regards to the storage and use of personal data related to staff, children and their families.

3. Photographs, videos & data protection

Photography and video recordings play an important part in the life of our childcare settings. They can be used for observations and recording children's learning journeys, for internal displays, and for marketing and external publicity.

To protect the data and ensure the safety and welfare of our children, staff should adhere to the following procedures:

- All pictures and videos must be taken and downloaded on nursery equipment only, unless an external photographer has been commissioned and a data protection agreement is in place.
- All pictures and videos must only be saved on the nursery's secure online systems
- Internal use of images, including learning journeys and displays, is covered by a statement in the terms and conditions which is agreed and signed by parents. Photos and videos of children must not be taken until their parents have agreed and signed these conditions.
- Parents must be asked for permission before images of their children are used for marketing or external publicity. This may include the nursery website, prospectus, newsletter, advertisements, and social media.
- Tablets and any other electronic equipment should stay on site at all times, unless they are taken on trips or outings, in which case it is the responsibility of the senior staff to keep them safe.
- Tablets and any other similar equipment should be locked away at the end of the day by management and signed in on the Open & Closing Checklist.
- To ensure data protection and internet security, staff should only access the FAMLY app off site when using company equipment.
- Unless previously agreed by a Partner, only the nursery manager is permitted to log on to the FAMLY app at home (for work purposes) and children's records should only be updated using company equipment.
- If a camera or tablet is lost or stolen, a Partner and Designated Safeguarding Lead should be informed immediately. Where the device is not recovered, a full investigation will be carried out by a Partner.
- Staff must not use personal mobile phones or cameras to take pictures of children in the nursery. All such equipment should be stored in the staff room provided and should only be accessed while staff are on a break, other than the specific circumstances outlined in section 4.

For more information related to our organisation's data protection practices, please refer to our Data Protection policy.

4. Staff use of personal electronic devices

Staff should be completely attentive during their hours of work to ensure all children in our settings receive good quality care and education. Staff must therefore adhere to the following:

- Personal electronic devices should be stored safely in the staff room provided
 - The only exception is Smart Watches and Fit Bits, which may be worn as long as there is no camera on the device itself and notifications are switched off – any employee in breach of this will forego the right to continue wearing it
- Personal electronic devices should only be used on a designated break and away from the children
- The only exception to this will be when the nursery mobile is unavailable for use. In such circumstances the most senior member of staff attending the trip will take their personal mobile phone, leaving the details at the nursery, but this will be used for emergency calls only and not for taking photos. If the phone has to be used to contact the setting the senior must inform another member of staff.

5. Staff use of nursery electronic devices

Where an electronic device (including phone, tablet, and laptops) have been issued to staff, it is for business use only and at all times will remain the property of Little Dragon's Day Nursery. The user(s) will be responsible for their safekeeping, proper use, condition and return to the nursery. The user will also be responsible for any cost of repair or replacement other than fair wear and tear. If a replacement is required, the nursery will arrange this.

If a nursery device is lost or stolen, it must be reported to a Partner as soon as possible. Where necessary, accounts should be blocked to prevent unauthorised usage. In the event of theft, the incident must also be reported to the police and an incident number obtained.

It should be noted that a breach of the organisation's rules on the use of nursery electronic devices may render the user liable to action under the Disciplinary procedure.

The user of company electronic equipment will agree that upon termination of employment, should they not return the allocated equipment, or should the equipment be returned in an unsatisfactory condition, the cost of replacement, or a proportional amount of this may be deducted by the company from any final monies owing, or the user will otherwise reimburse Little Dragon's Day Nursery.

5.1. Staff use of nursery electronic devices

Staff using company mobile phones must adhere to the following:

- Internet should only be used to access company emails and other essential company use
- Company SIM cards must not be placed into any other mobile unless it is another company issued mobile phone
- The camera facility should only be used for work-related photography and where appropriate permissions have been obtained in accordance with the Data Protection Policy
- Only basic contact details of a child's parent/carer are permitted on a company mobile unless storage of photographs have been authorised. All mobile devices must remain password protected.
- The user is responsible at all times for the security of the mobile phone and it should never be left unattended unless in a secure location.
- All setting mobile phones should remain fully charged during working hours and be locked away at the end of the day by management and signed out/in on the Open & Closing Checklist.



The nursery recognises that staff may, on occasion, have to make personal calls or send personal text messages during working hours. Where it is deemed that an unreasonable amount of personal calls/text messages have been made using the mobile phone, the nursery reserves the right to deduct those costs through deduction from pay or other appropriate means.

5.2. Laptops

Staff with company laptops must adhere to the following:

- Employees should not install personal software on a company laptop
- Employees should not use company laptops for personal use unless authorised by a Partner
- Employees should take reasonable measures to ensure the physical and digital security of the laptop, including locking the laptop in a secure location and changing the password regularly

6. Parent and visitor use of photographic and electronic equipment

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children.

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publicly or privately, information about any child on social media sites such as Facebook. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

Parents/visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures (please refer to our Comments, Compliments & Complaints procedure)'.

6.1. Parent and visitor use of photographic and electronic equipment

At 'public' events at the nursery, including performances, the nursery is not responsible for the photos taken by parents or family members, but we always request that any photos taken of children are not shared on social media. Staff must make it clear to parents and families that photos are permitted at the event, so any parent/carer not wanting their child to be included is able to avoid it, or can request that we appropriately cover up their child's face during the performance (if applicable) through use of a headdress or mask.

7. Staff use of the internet and social media

Nursery staff are personally responsible for the content they publish on the internet and social media and must be mindful that this information will be in the public domain. All employees are personally responsible for any commentary which is deemed to be a breach of data protection or copyright, or is defamatory or obscene. All staff should adhere to the following guidelines:

- Staff should discourage parents or carers from inviting them to connect on social media or viewing their personal profile
- Staff must not send or accept any invitation to connect with the parents or carers of nursery children
- Staff must not under any circumstances connect with children who are enrolled at the nursery or who attend an event run by the nursery



- We do recognise that occasionally friendships are already established with parents prior to the family joining the nursery; in these cases, employees must remain professional and must not discuss the child or the organisation over social media
- Staff should not post about business on their personal social media accounts or on any other online platforms without prior consent
- Staff must not post about children, families or staff on the internet and social media and must always adhere to the nursery's data protection policy
- Staff should not display photos of themselves in nursery uniform
- Staff may post photos of their own children within the setting as long as no other children are present in the photo
- Staff should apply high privacy settings to personal social media profiles and should always be wary of what others may be able to see (e.g. through mutual friends) and how this may look to parents/carers
- Staff should not use social media whilst in work time or on work equipment unless it is for legitimate work purposes.

8. Company use of the internet and social media

Little Dragon's Day Nursery maintains a Facebook account and other online presence. The nursery manager and Partners will take responsibility for all content posted, ensuring it is professional and strictly used to communicate to parents regarding nursery activities and events.

Parents are asked to give permission for their child's photo to be used on the nursery Facebook page; it is the responsibility of the child's key person to ensure these permissions are adhered to and the necessary staff are aware.

We advise staff to be wary of posting comments on their nursery's Facebook page, as this can draw attention to your profile and could allow parents to view it. Staff should also be aware that once a photograph is posted on Facebook, it becomes their property; therefore, even the highest security settings cannot stop a photograph being made public.

Any breach of the data protection policy or disregard of the above advice which might adversely affect the company's reputation could lead to an investigation hearing, with a possible outcome of disciplinary action.

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