



## Kiddie Kapers Nursery and Little Rays Day Nursery



### Mobile Phone, Camera and Video Policy

Use of mobile phones within the nursery is strictly prohibited, apart from the office area and staff room. Mobile phones (personal and work) must be kept in the office in the filing cabinet. Staff and work experience students must not take mobile phones into nursery based rooms.

Only children who have photographic permission will have photos or videos taken and these will be with cameras/camcorders owned and provided by Beaver Community Trust. All cameras/camcorders will be returned to the office every evening and collected first thing in the morning for use within the rooms. Once photos have been printed the photos will be deleted from the camera device. Photos of children will only be stored on a locked account on a KCC computer for a short period and will be deleted as soon as possible.

Visitors or parents may not use a camera, mobile phone or any multi-media device within the nursery.

**Taking photos in the nursery on personal cameras, mobile phones or any multi-media device such as an Ipad is strictly prohibited, by staff, visitors and parents.**

Use of cameras or video equipment by parents at plays, concerts, etc will only be allowed if all parents/guardians have signed prior permission to allow this.

Any breach of this procedure could be regarded as a disciplinary matter.