



## **The Little Firefly Camera and Mobile Phone Policy**

The Little Firefly has a strict policy regarding the use of mobile phones and cameras, which has been formulated to safeguard children. The policy applies to staff members, parents and other visitors to the setting.

We often take photographs/videos of our children and nursery in action to aid the children's learning and development, and to be used for promotional purposes. These photographs/videos are all taken using The Little Firefly phones. The photos are generally used to upload onto the children's online learning journals. No photos will be taken of a child if consent has not been gained from the parents first (contained within the The Little Firefly Enrolment form). Under no circumstances will these photographs be circulated outside the nursery, used for promotional purposes or posted on the website unless express permission is received in writing from parents/carers beforehand.

The consent documentation is contained within The Little Firefly Enrolment form. The Little Firefly phones are used for documenting children's learning and development and for safety and communication. These phones shall not be used for any purpose other than emergency calls or communication within the setting, or calls for other work purposes (e.g. calling other settings/ agencies/ parents for professional discussions). No personal calls will be permitted whilst staff are on duty during nursery operating hours, unless with express permission in specific circumstances.

Only phones and cameras provided to staff by The Little Firefly can be used throughout the duration of the nursery day.

### Parents and Visitors

Parents and visitors to the site are required to keep their phones and cameras in their pockets or handbags (out of sight) when on The Little Firefly premises. Any phone calls must be made or taken off premises. The only photographs taken of children will be with The Little Firefly equipment and with the express written consent of the child's parent or carer.