

University of Warwick Nursery

Policy for the use of all devices with Imaging and Sharing Capabilities

The use of digital cameras and other devices is an essential tool in recording children's progress and achievements throughout their time in the nursery.

Cameras on iPad are used by staff to gather evidence of children's learning; to provide examples of activities undertaken by the children and to record special events such as fund-raising days.

These devices are also used by the children to record things that have interested them, to make records of activities they have enjoyed being involved in or people and places they have visited.

However, such devices could also be used in nurseries in negative situations that could cause harm to children and so it is important that everyone coming into the nursery, whether to work, volunteer or as a parent, understands the importance of a robust policy for the safe use of cameras.

- Nursery devices, including iPads and children's cameras, must only be used to record nursery activities and children.
- There is no reasonable explanation for taking photographs of children during intimate care routines and so this must not take place;
- Photographs of children should only be shared with their parents.
- Photos and video footage of the children can be shared with parents via the ParentZone app.
- Any unwanted photographs should be destroyed.
- Parents, when sharing media from ParentZone with friends or family members should be aware of other children inadvertently included in the photo.

Any member of staff, student, agency staff or volunteer in breach of this policy will be subject of a disciplinary action.

Internet Safety

Generally, children in the nursery do not access the internet independently, but may do so under the guidance of a member of staff in this event the member of staff should ensure that all staff are aware of their responsibilities in keeping children and families safe while online.

Staff should monitor and supervise children's access to the internet.

Staff should be aware of measures that can be taken to protect children from unsuitable websites, with the use of filters to eliminate unsuitable sites, and should check websites beforehand to ensure the material viewed is age appropriate, including advertisements on sponsored sites.

Staff should know what to do if they are concerned about any websites children are able to access, either at home or in the nursery.

Nursery staff should model safe practices when accessing the internet with children.

Nursery staff should be aware of their responsibilities with regards to their own social media sites and profiles. Particularly where these photos could be shared with open social sites, such as Facebook pages that don't include private filters. This includes the publication of any photos that portray a less than professional approach, that could be seen by parents.

Staff are not permitted to 'Friend' parents of children currently attending the nursery.

Web browsing histories should be checked regularly to ensure no-one in the nursery, using university property is accessing inappropriate websites.

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It is the responsibility of every member of staff to ensure that no data held on the children is shared online that is contrary to the university data protection policy or in breach of GDPR.