**Policy on Acceptable Use of Images, Use of Cameras and Mobile Phones, and Social Media**

**Cameras / Photography / Video**

At Monique’s, observations on children are recorded with photos and occasional videos as well as written evidence.  Parental permission is sought when a child starts nursery for these photographs/videos to be taken for the sole purpose of tracking and monitoring children’s progress through their Learning Journals.  These photos and videos are used with eyLog. Please see policy on Observation and Assessment. Photographs are not to be used for any social media, website, Facebook or any other online forum without explicit permissions from the person with parental responsibility of that child.

All photographs within the nursery should be taken using one of the six tablets we have. These tablets are specifically for use by the staff to upload observations and photos/videos onto the eyLog system. Once published, these photos are immediately accessible to parents.

Every parent has the right to refuse permission or to withdraw permission at any stage, in which case the child must not be photographed. Observations for this or any children without photograph permission should only have written observations.

**Acceptable Use of Images**

All images taken by Monique’s will be used in a manner respectful of the GDPR Data Protection Principles. This means that images will be processed:

* fairly, lawfully and in a transparent manner
* for specified, explicit and legitimate purposes
* in a way that is adequate, relevant and limited to what is necessary
* to ensure it is accurate and up to date
* for no longer than is necessary
* in a manner that ensures appropriate security

**Permissions**

* written permission from parents or carers will always be obtained before images and/or videos of children are taken, used or published.
* Written parental consent will always be sought to take and use photographs offsite for professional, marketing and training purposes. This may be in addition to parental permission sought for onsite images.
* Written consent from parents will be kept by the setting where children’s images are used for publicity purposes, such as brochures or publications, until the image is no longer in use.
* Parental permission will be sought on admission to Monique’s Montessori, with the express knowledge that these permissions can be changed/altered at any stage throughout their child's attendance at Monique’s
* A record of all consent details will be kept securely on file. Should permission be withdrawn by parents/carers at any time, then all relevant images will be removed and disposed of and the record will be updated accordingly.

**Use of Photos of children by parents/carers**

Parents/carers are permitted to take photographs or video footage of events for private use only, including Christmas Performance, Family Fun Day and Leavers Ceremony. The opportunity for parents/carers to take photographs and make videos can be reserved by the nursery on health and safety grounds. The right to withdraw consent will be maintained and any photography or filming on site by parents/carers will be open to scrutiny at any time.  Parents may contact the nursery DSL (Stef) to discuss any concerns regarding the use of images. Photos and videos taken by Monique’s and shared with parents should not be shared elsewhere, for example posted on social networking sites. To do so may breach intellectual property rights, data protection legislation and importantly may place members of the community at risk of harm.

**Use Of Apps**

Monique’s Montessori uses eyLog digital recording system to upload and share images of children with parents. The use of the system has been appropriately risk assessed and the manager has taken steps to ensure all data stored is held in accordance with GDPR and the Data Protection Act. Images uploaded to eyLog will only be taken on nursery devices. There are 6 tablets on site ( 2 upstairs, 4 downstairs). All users of eyLog have their own 4 digit pin to access the eyLog system, and are advised on safety measures to protect all members of the community e.g. using strong passwords, logging out of systems after use etc. Parents/carers will be informed of the expectations regarding safe and appropriate use (e.g. not sharing passwords or copying and sharing images) prior to being given access. Failure to comply with this may result in access being removed.

**Mobile Phones**

Monique’s accepts that mobile phones are used in everyday life for staff and parents/carers. This policy is part of our commitment to safeguard the children in our care.

**Staff**

Staff **are not** allowed to use their phones when they are working with the children, and they should be stored in the staff room in staffs’ bags and either turned off or on silent.

Staff **are not** allowed to take pictures of the children on their mobile phone or personal cameras.

Staff **are** allowed to access their mobile phones in their lunch breaks, by either leaving the setting during this time, or being in the staff room on the top floor, away from any areas where there may be children.

We ask staff awaiting an important call/or if someone needs to call them, to give out the nursery landline number to be contacted on rather than using their mobile.

**STAFF MAY NOT USE THEIR PERSONAL CAMERAS/CAMERA PHONES AT ANY TIME WHILST IN THE PRESENCE OF ANY NURSERY CHILD.** Any member of staff found to have used their personal camera or mobile phone to take photos/videos of a nursery child will receive immediate disciplinary action.

**Parents and Visitors**

Signs are located around the nursery to remind all who are on the premises that at no time should they use their mobile phones whilst in the presence of nursery children. Any adult (staff or parent/carer) reserves the right to challenge a person who uses their mobile phone whilst nursery children are present.

**When mobile phones can be used**

There are occasions where mobile phones are allowed to be used in the nursery day for example when on outings and in emergencies like fire or lockdown. A staff member may use their own mobile phone in these circumstances and a contact list is taken on the outing. **Staff phones should not be used to take photographs whilst on an outing**. A tablet can be taken off site (once signed out) and used for the sole purpose of taking photographs of the children for use in observations.

**Social Media**

It is important when using social networking sites such as Facebook or Twitter that staff maintain confidentiality and ensure proper practice at all times. This is to protect the children, parents & families of the setting along with the staff. It is also to guard the nursery reputation and the staff’s own personal reputation.

Staff must act in the best interests of the children & the setting. Staff guidelines when using social media sites include but are not limited to

* Staff must not mention any of the children from the nursery on their online profiles
* Staff must not write direct or indirect suggestive comments about work on their online profiles
* Staff must not publish photos of the children on their online profiles
* Staff must not publish photos of other staff while in the nursery on their online profiles
* Staff must not write anything about other staff members on their online profiles
* Staff must not use mobile phones to take photos in the nursery or to access social networking sites during their working hours
* Staff must not mention any of the companies that Monique’s works with on their online profile
* In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents of the nursery unless they know them in a personal capacity. Instead parents should be signposted to ‘like’ the official Facebook page.
* Be cautious & mindful when accepting friend requests from colleagues.
* Staff members are advised to set their online profiles to private so that only friends are able to see their information.
* Staff are responsible for adhering to the terms of service of each site they use
* Personal profiles should not contain any images or videos which may be perceived as inappropriate behaviour for a childcare professional
* Staff must not put the settings contact details on social media. Parents should be signposted to the nursery web page.
* Staff will not have the nursery name anywhere in their personal profile.
* Any breaches of the Facebook & social networking policy could result in disciplinary action.
* Staff must use social media in a professional, safe, responsible & respectful way. You must comply with the law.
* Staff must not use social media to attack, insult, abuse, defame or make negative or discriminatory comments about anyone, either related to the nursery or not.

Staff must be mindful that everything you post online is public, even with the strictest privacy settings. You must assume that everything is permanent & may be shared.

Monique’s Montessori Day Nursery has a Facebook page available. This is a communication tool for the setting. We will use it to

* Update parents on staff training & development
* Give hints and tips for activities the children have enjoyed and home learning ideas
* To give news
* To show photos of activities, trips or special events

Parent Permissions for the use of their childs images are sought specifically for our Facebook Page and website.

The nursery managers are the page administrators and will update the page on a regular basis.

The Facebook page administrators reserve the right to remove any comments at any time. The intent of the policy is to protect the privacy and rights of the nursery, staff & families.

We will remove any postings that

* Name specific individuals in a negative way
* Are abusive or contain inappropriate language or statements
* Use  defamatory, abusive or generally negative terms about any individual
* Do not show proper consideration for others privacy
* Breach copyright or fair use laws
* Contain any photos of children without necessary parental consent.

If you would like to report an inappropriate comment then please send an email to moniques.montessori@talktalk.net