



Technological Devices

Introduction:

BCoT Nursery understands that technology is a wonderful thing as it allows us to document, share and keep in touch easily. We also know that within nursery technology is something that must be managed particularly carefully to ensure the safety of the children in our care. The nursery uses Tapestry on-line learning journals as part of our record keeping of the children. The following policy ensures that mobile phones, cameras, electronic tablets, CCTV, other technology and Tapestry are used properly within the nursery and, therefore, safeguarding the children.

Procedures:

- The CCTV system is used for Security, Safeguarding, Training, Health and Safety purposes only.
- The Nursery Manager and the Deputy Principle Finance and Resources of the College have the log in details of the CCTV
- CCTV images are kept on a rolling 14-day system. Only images regarding Safeguarding and Health and Safety will be kept if needed
- Personal mobile phones, cameras or tablets must be stored either in the staff room or the office and only used in these rooms or outside the building when staff, students or volunteers are on breaks or outside of working hours.
- If a staff member, student or volunteer needs to be contacted in working hours they must provide the BCoT Nursery's main telephone number: 01256 306213.
- Parents/carers and visitors' mobile phones, cameras and tablets must be used in the office, staff room or off-site.
- Staff, students, parent/carers and visitors are responsible for their own property and will bear the responsibility of any losses.
- Photos of children in nursery or at nursery events must not be taken by parents/carers or visitors, without prior permission from other parents/carers.
- Only tablets, cameras and recording equipment belonging to BCoT nursery will be used to take observations, photos and videos of the children.
- Only appropriate and relevant images of children, such as observations, photographs of activities, events etc. will be taken of the children.
- Only the Nursery Manager, Deputy and Administrator will make changes to the details of children and staff on Tapestry and any other changes required.
- All staff will have pin access only to Tapestry except for the Nursery Manager, Deputy Manager and Nursery Administrator who will have full access to it.
- Staff will not take home the nursery tablets at any time.

- Staff will not access Tapestry at home at any time, unless given permission from the Nursery Manager or Deputy.
- All parents/carers will give signed permission for their child to be part of the Tapestry record keeping system.
- Parents will only be given access to their own child's Tapestry Learning Journal.
- BCoT Nursery mobile phone, cameras and tablets are stored in a locked cabinet at the end of each day.
- BCoT Nursery mobile phone, cameras and tablets remain the property of the nursery at all times and must not be taken off the premises except for visits and outings and also in exceptional circumstances for example severe weather conditions.
- The Nursery has a mobile phone in case of emergencies. Please note the number: **07867464565**.
- All Data protection protocols will be adhered to at all times.

Failure to adhere to this policy may result in disciplinary action

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