

9th October 2009



Dear Parent/Carer

SAFEGUARDING CHILDREN – EVERY CHILD MATTERS

In light of recent allegations against nursery settings where there has been inappropriate use of electronic communications, we wanted to place all parents' minds at rest and to highlight the policies and procedures we have in place at Daisy and Jake Day Nursery.

We would like to draw your attention to several key points within the Communications Policy:

1. The camera is locked away at the end of each day.
2. Cameras must be signed for when in use and returned to the office when finished with.
3. It is strictly forbidden for staff to use their own camera or mobile phone to take photos of the children. This offence could lead to disciplinary action being taken against them.
4. It is forbidden for staff to use their own memory card in a nursery camera.
5. Photos should be downloaded onto the nursery computer and for staff protection there must be a witness present.
6. Photos should be stored on the computer for 8 weeks and then deleted.

It is also company policy that all mobile phones are prohibited within any of the base rooms.

Staff are not permitted to use social network websites to display any internal photos of the nursery or any of the children that attend.

There is also a Strict Uniform Policy that staff are not to wear trousers with pockets ensuring they are unable to conceal mobiles/cameras on their person, as such our Nursery Tunic do not have pockets either.

Please be rest assured that all policies and procedures are adhered to at all times. All staff are made aware immediately upon policies being amended and are requested to follow them accordingly.

As an extra security measure we are re-introducing nursery Polo shirt uniforms. These are available in two sizes for children aged two to five. The cost is £7. They are purple in colour and have the nursery logo embroidered on the top right. Please complete the form below and return with a cheque if you wish to place an order.

Name of child _____ Size required 2/3 3/5 (Please circle)

Quantity	Total
X£7	

Please make cheques payable to Daisy and Jake Day Nursery Ltd