MOBILE PHONES AND COMMUNICATIONS DEVICES

At Little Holland Nursery we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones, tablets or any other devices capable of electronic communication whilst with the children.

We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings.

This policy should be used in conjunction with our online safety policy to ensure children are kept safe when using the nursery devices online

# POLICY FOR STAFF

Staff must adhere to the following:

* Personal mobile phones and other electronic communications devices are either turned off or on silent and not accessed during your working hours
* Personal mobile phones and other electronic communications devices can only be used on a designated break and then this must be away from the children
* Photographs must not be taken of the children on any personal phones or image recording equipment
* Staff must sign phones in and out of the office in the register provided
* Staff phones may be subject to periodic checks by management to ensure security and policy compliance
* Mobile phones should be stored safely in the office in the designated basket at all times during the hours of your working day
* Smart watches and fitbit devices may be worn and be set to receive notifications. Staff are not permitted to answer any calls, messages or notifications while in the room with the children. If staff need to respond urgently to a message or call they must come into the office to do so, firstly ensuring it is safe for them to leave the room and children.
* Where staff wish to use their smart watches as a “fitbit” to count steps, mobile phones must be turned to silent.
* During outings, staff will use mobile phones belonging to the nursery wherever possible. Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only nursery owned devices will be used to take photographs or film videos
* Nursery devices will not be taken home with staff and will remain secure at the setting when not in use. If a device is needed to be taken home due to unforeseen circumstances then the person taking this device home must ensure it is securely stored and not accessed by another other individual and returned to nursery as soon as practically possible
* The use of nursery devices, such as tablets, must only be used for nursery purposes
* The nursery devices will not have any messaging apps on them except for those permitted for communication between staff and parents
* Any apps downloaded onto nursery devices must be done only by management. This will ensure only age appropriate and safe apps will be accessible to staff or children using them.
* If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

# POLICY FOR PARENTS AND VISITORS

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children.

Visitors are required to leave their mobile phones or other communications devices in the office where they will be locked away safely.