

Mobile Phone and Electronic Device Use

EYFS: 2.1 & 3.4

This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches and Fitbits that receive calls and messages. More and more devices are technically capable of connecting us to the outside world. We will adapt the policy to include all devices we deem required to safeguard children.

At Wood St Nursery, to ensure the safety and well-being of children, we do not allow staff to use personal mobile phones, smartwatches, Fitbits or any other tech devices during working hours.

We use nursery tablets to access the Family nursery software. Nursery mobile phones to provide a means of contact with parents. In certain circumstances, such as outings, mobile phones may be used for emergency contacts with the permission of the Manager.

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

Staff must adhere to the following:

- Mobile phones/smartwatches/Fitbits must not be accessed at all during your working hours.
- Mobile phones/smartwatches/any other devices should be stored safely in the cupboard in the halls or in lockers in the family centre, at all times during the hours of your working day
- Mobile phones/smartwatches/Fitbits can only be used on a designated break, and only in the family centre, never in the cupboard or any other area where children are present
- No personal device is allowed to be connected to the nursery wifi at any time
- The use of nursery devices, such as tablets, must only be used for nursery purposes
- The nursery devices will not have any social media or messaging apps on them
- The nursery devices will not be used in the children's toilet areas and photos will not be taken to record self-care developmental milestones such as sitting on a potty.
- 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
- Passwords/passcodes for nursery devices must not be shared or written down
- 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
- In special circumstances staff may need to be contactable on their mobile phones. This need will be assessed on a case by case basis by the manager and be by prior arrangement and with the consent of the nursery manager.
- 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 any other individual, and returned to nursery as soon as practically possible
- Staff are aware that usage of the nursery mobile phones and devices will be monitored and any unauthorised or inappropriate activity will be dealt with in line with the staff behaviour policy
- Staff are welcome to give out the nursery telephone number so that they can be contacted at work in an emergency, such as if their child is sick and needs collecting from school.

Parents' and visitors' use of mobile phones and smartwatches

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 and share information about the child's day. However, parents and visitors are kindly asked to refrain from using their mobile telephones whilst on the nursery premises, including when collecting or dropping off their children.

If you are found to be using your phone inside the nursery premises you will be asked immediately to finish the call or take the call outside.

We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child.

Visitors are requested to leave their mobile phones or smart watches in the hall cupboards.

Photographs and videos

At Wood St Nursery we recognise that photographs and video recordings play a part in the life of the nursery. We ensure that any photographs or recordings taken of children in our nursery are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We obtain this when each child is registered and we update it on a regular basis to ensure that this permission still stands.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child's learning journey; for display purposes; for promotion materials including our nursery website, brochure and the local press; and the different social media platforms we use. We ensure that parents understand that where their child is also in another child's photograph, but not as the primary person, that may be used in another child's learning journey.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are only permitted to only take images of the children using nursery devices. The nursery manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

Photographs or videos recorded on nursery mobile devices will be transferred to the correct storage device to ensure no images are left on these mobile devices.

During special events, e.g. Christmas or leaving parties, we ask that parents do not take photographs unless they have been given consent to do so by the manager. We ask that photos of such events are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

As a setting we recognise information technology provides endless learning opportunities for children. We also acknowledge that not all encounters with information technology are positive and as such can be harmful to the safety and the wellbeing of the children. For this reason, when using information technology programmes and equipment we will:

- Check all apps, websites and search results before using them with children.
- Always ensure children are supervised when accessing the internet.
- Ensure safety modes and filters are applied to computers / tablets.
- Role model safe behaviour and privacy awareness.
- Talk to children about safe use

- When feasible we ask permission before taking a child's picture even if parental consent has been given.
- Check privacy settings to make sure personal data is not being shared inadvertently or inappropriately

<https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations>

Online Learning Journals

At Wood St Nursery we use tablets/smart phones in the rooms to take photos of the children and record these directly on to their electronic learning journeys. We ensure that these devices are used for this purpose only and do not install applications such as social media or messaging sites on to these devices.

We also do routine checks to ensure that emails and text messages (where applicable) have not been sent from these devices and remind staff of their responsibility to report to the DSL if they observe staff not following these safeguarding procedures.