

Mobile Phone and Electronic Device Use

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.

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

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

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

Staff must adhere to the following:

- Mobile phones/smartwatches/Fitbits must not used during your working hours.
- Mobile phones/smartwatches/any other devices must be stored in the staff cupboards or in lockers, at all times while staff are working.
- 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 nursery Wi-Fi.
- Nursery devices, such as tablets, must only be used for nursery purposes
- The nursery tablets 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.
- Only nursery devices will be used to take photographs or film videos. Personal devices must not be used.
- 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

Parents and visitors are 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 stop or take the phone 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 away in their bag or in their bag in the staff cupboards if they are going to be engaging with children.

Photographs and videos

At Wood St Nursery photographs and video recordings play a part in the life of the nursery and communication between home and nursery. We ensure that any photographs or recordings taken of children in our nursery are only done with prior permission from each child's parent and only shared in a secure manner.

We ask for permissions for photographs and video recordings for a range of purposes including: the child's learning journey; family books on the nursery floor: 'Moments' and for display purposes inside the nursery. 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 we wish to use photos or video footage for promotion materials including our nursery website, brochure, press; and different social media platforms. We seek parental consent on a case-by-case basis.

The nursery managers will monitor a selection of photographs and recordings to ensure that the 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 for longer than 30 days.

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.