

## **Mobile Phone and Electronic Device Use**

**Link to Every Child Matters: Feeling Safe**

**Links to Safeguarding and Welfare Requirements: 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. 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.

### **Mobile phones and other devices that accept calls, messages and video calling**

At Small World 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, smartwatches and/or fitbits during working hours. 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

### **Telephones (landline & mobile)**

Mobile phones have become an integral part of our lives today and can be very useful in ensuring the children's safety during outings. However, protecting the children from harm is our priority and it is important to be vigilant against the misuse of mobile phones. This includes: staff becoming distracted by their mobile phone and anyone taking photographs and videos of children with them.

The recording, taking and sharing of images, video and audio on any mobile phone is not permitted under any circumstances for any individual entering the setting.

### **Within the setting**

As the nursery has a landline which is manned and available at all times; and in order to maintain a high level of professionalism; mobile phones must be kept in staff lockers and used only during breaks. These are located in the staffroom which is secured with a keypad lock. This is to protect the children from misuse but also to protect the staff from any potential situation that could be misinterpreted.

### **Outside the setting**

The nursery has four mobile phones to be used on an outing, and they should be switched on and audible at all times. They are to contact the nursery or a child's parents/carers in an emergency only and do not have the facility to take photos or videos of the children.

In the event that the nursery's mobile phones that are used for outings aren't usable, the staff will take their own mobile phones, for use in the case of an emergency, they must not make or receive personal calls as this will distract them. They will not be used to take photographs of the children.

### **Staff Personal Mobile Phones/smartwatches/fit bits**

- Personal Mobile phones/smartwatches/fit bits belonging to Small World staff and volunteers are not used on the premises during working hours.
- At the beginning of each individual's shift, personal mobile phones are stored in the nursery staff room which is on a separate floor to the nursery.
- Personal mobile phones may only be used in privacy of the staff room, where there are no children present.
- The nursery staff and volunteers ensure that the work telephone number is known to immediate family and other people who need to contact them in an emergency.

### **Parents and Visitors mobile phones**

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 and share information about the child's day. Parents and visitors are requested not to use their mobile phones whilst on the premises. If you are found to be using your phone inside the nursery premises you will be asked 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 safety of the office where they will be locked away safely.

### **Photographs and videos**

At Small World Nursery we recognise that photographs and video recordings play a part in the life of the nursery. We ensure that any photographs or recordings (including CCTV) 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 for use on social media platforms we use. We ensure that parents understand that where their child is also on 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 not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles, tablets or smartwatches and may only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the nursery premises without the prior consent of the manager.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

### **Applicable for settings using Online Learning Journals only**

At Small World Nursery we use tablets in the rooms to take photos of the children and record these directly on to their electronic learning journeys. These devices are locked to Eylog to ensure that these devices are used for this purpose only and are not able to install applications such as social media or messaging sites.

### **Taking Nursery Devices Home**

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 that it has been agreed by the manager and it is securely stored and not accessed by another other individual and returned to nursery as soon as practically possible

### **Reporting concerns of misuse**

If anyone suspects the misuse of mobile phones or disregard for any of the policy they should follow the safeguarding procedure set out in the child protection policy. In the case an allegation or a suspicion is raised, the manager reserves the right to check staff's personal mobile phone in order to check content.

If a member of the public tries to take photos or recording of the children, staff will ask them to stop and to remove photos taken from the device, even if they are known to the child.

### **Further Guidance**

NSPCC and CEOP Keeping Children Safe Online training: [www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/](http://www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/)

This policy was adopted by	Small World Nursery
On	13 <sup>th</sup> August 2019
Date to be reviewed	August 2020
Signed on behalf of the provider	
Name and role of signatory	Melanie Whitley (Nursery Manager)