

## Mrs Bonds Village Nursery Mobile Phone and Smart Watch Policy

At Mrs Bonds Village Nursery we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive and free from distractions 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 or smartwatches during working hours.

### **Staff must adhere to the following:**

- Mobile phones and smartwatches are stored in a locker/the office and not accessed during your working hours
- Mobile phones and smartwatches can only be used on a designated break and then this must be away from the children
- During outings photographs must not be taken of the children on any phones or any other information storage device.
- Staff must follow the internet and social media policy
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.
- Managers may use mobile phones to take photos of the setting or activities when children ARE NOT present for marketing use.
  
- **Parents and visitors' use of mobile phones, smartwatches and social networking**  
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 kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children.
- Visitors that will be staying in the nursery for longer periods of time (such as parents during parent play sessions, or professionals assessing a child) are required to leave mobile phones and smart watches in the office.

Further referral to this matter can be found in our Safeguarding Policy:

### **2.9. Mobile Phones**

*We have banned staff from the use of mobile phones in nursery halls. All staff have to place their mobile phones in secure lockers or in the office. This is also the case for personal camera, tablets and smart watches.*

*Nursery tablets are used to take photos for children's learning journeys, they are not to leave the premises and are password protected.*

*Only non-camera mobile phones are allowed for outside activities and fire evacuation emergencies. Visitors to the setting are also asked to leave their mobile phones in the office.*