

Mrs Bonds Village Nursery

Mobile Phone and electronic devices with imaging and sharing capabilities 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 electronic devices with imaging and sharing capabilities during working hours.

Staff must adhere to the following:

- Mobile phones and electronic devices with imaging and sharing capabilities are stored in a locker/the office and not accessed during your working hours
- Mobile phones and electronic devices with imaging and sharing capabilities 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 electronic devices with imaging and sharing capabilities.
- 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.
- Mangers 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, electronic devices with imaging and sharing capabilities 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, 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 electronic devices with imaging and sharing capabilities 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 the office. This is also the case for personal camera, tablets and smart watches and electronic devices with imaging and sharing capabilities.

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

Only management mobile phones are allowed for outside activities and fire evacuation emergencies. Visitors to the setting are also asked to leave their mobile phones and electronic devices with imaging and sharing capabilities in the office.

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