



## MOBILE PHONES AND ALL SMART DEVICES

### Statement of intent:

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

- 1) Staff being distracted from their work with children
- 2) The inappropriate use of mobile phones with or without cameras around children

AIM: Our aim is to have a clear policy on the acceptable use of electronic devices that is understood and adhered to by all parties concerned without exception. In order to achieve this aim, we operate the following Acceptable Use Policy:

### Mobile Phones

- Staff will NEVER take pictures of nursery children on any personal devices.
- The Nursery allows staff to bring in personal mobile telephones, smart watches, iPads and laptops which must be stored in their locker and only used in the designated staff rooms during break times.
- Members of staff may not contact a current pupil or parent/carer using their personal device unless authorised by a nursery Manager.
- Parents/carers entering the nursery grounds are requested to turn off/silence their mobile phones and refrain from using them
- Users bringing personal devices into nursery must ensure there is no inappropriate or illegal content on the device.
- If staff have a personal emergency, they are free to make or receive calls using the setting's phone or make a personal call from their mobile in the designated staff area of the setting, i.e. main office, staff room.
- Staff must ensure that the Manager has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- All visitors/students will be requested to keep their phone in their bag and not take calls unless they are in the office or offsite.
- During group outings nominated staff will have access to the setting's nominated mobile phone, which is to be used for emergency purposes only.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery Manager or Leader, in line with the Whistle Blowing Policy if appropriate.
- Concerns will be taken seriously, logged and investigated (see allegations against a member of staff policy).
- The Manager or Leader in their absence reserves the right to check the image contents of a member of staff member's mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found, then our Local Authority Designated Officer

(LADO) 0300 1232044 will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.

### iPads and photographic equipment

- The company provides iPads for use by staff in order that they may access Blossom, to communicate with parents and to access educational websites to introduce new activities into their classrooms.
- Company iPads may be used within the classrooms with children for the purpose of education and to record details on Blossom. This excludes entertainment sites such as Nursery TV, CBBC and other themed sites.
- Browsing history on Company iPads will be examined Monthly – staff are not authorised to clear the browsing history.
- Staff using personal iPads on nursery premises for the purpose of connecting to social networking sites must not use the nursery internet provision and should ensure they are in a designated staff room area.
- Staff who have been issued with iPads or laptops are responsible for ensuring that all content is appropriate and that unauthorised persons do not have access to their iPad.
- Staff who have been issued with iPads or laptops must ensure that all precautions are taken to keep the device safe from loss, theft or damage. All content relating to the nursery must be password protected and the password must not be shared with anyone else.
- Photographs stored on iPads will be cleared monthly unless the Manager approves longer retention.
- Only the designated nursery devices are to be used to take any photo within the setting or on outings, unless specifically authorised by a nursery Manager. Images taken must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- Under no circumstances must devices of any kind be taken into the bathrooms without prior consultation with the Manager.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager or Leader must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.
- Staff will be encouraged to read "Safeguarding children and protecting professionals in early years settings: online safety considerations" from [www.gov.uk](http://www.gov.uk)

This policy will be reviewed in April 2022