

Mobile Device Usage Policy
Reviewed November 2023

Purpose:

This policy aims to establish clear guidelines that prohibits the use of mobile phone devices within our nursery setting. It is our intention to provide an environment in which children, parents, carers and staff are safe from images being taken and or recorded and used inappropriately. Personal mobile phones cannot and should not be used when children are present in the nursery, any part of the building or whilst on outings. It is paramount that we safeguard children's well-being. Staff, volunteers, students, parents, carers and other visitors are asked to maintain the guidelines of this policy.

Policy Guidelines:

1. Prohibition of Personal Mobile Devices:

- Staff members, volunteers, parents/carers and visitors are strictly prohibited from using personal mobile devices (phones, tablets, etc.) while in the nursery setting.

2. Exceptions for Emergency Situations:

- In the event of an emergency, staff members may use mobile devices for communication purposes only. Calls of this nature must happen outside of the classroom. If anyone working in or visiting the nursery needs to receive an urgent message they should give the number of the centre to the person they are waiting to hear from as a preferred point of contact. If a member of staff is expecting a call of this nature they must inform a member of the senior leadership team at the earliest opportunity and seek permission to receive a call of this nature during working hours.
- Staff are strongly advised to give all of their next of kin the centre's main telephone numbers. Parents, staff and visitors are invited to use the Centre's landlines in case of an emergency.

3. Educational Devices:

- Nursery-provided educational devices may be used under the supervision of staff for planned, educational activities such as the usage of nursery IPADs. Photographs will only be taken with expressed permission of the child's parent or carer on these devices. Permissions will be sought to take pictures and video recordings, to document the learning, on the child's home visit.
- Recreational or non-educational use of these devices is strictly prohibited.

4. Photography and Video Recording:

- Staff members must not use personal mobile devices to capture photographs or videos of children.

5. Designated Communication Devices:

- Nursery staff may use designated communication devices for work-related purposes. However, personal use is strictly prohibited.

6. Contractors

- Contractors working in the nursery will be asked to turn their phones off for the duration of their stay. Contractors who need to use their phone will be asked to remove themselves from the nursery setting to a place where it is appropriate for them to take calls.

7. Parental Communication:

- Parents and guardians are encouraged to communicate with nursery staff through designated communication channels (e.g., staff email, the nursery school's main number).

8. Staff Training:

- Staff members will receive training on the importance of limiting mobile device usage, especially in the presence of children. This training will emphasise the need for maintaining a focused and attentive environment.

9. Enforcement and Consequences:

- Violation of this policy may result in disciplinary actions, ranging from verbal warnings to more severe consequences, depending on the nature and frequency of the infraction.

10. Review and Update:

- This policy will be reviewed regularly to ensure its relevance and effectiveness. Any necessary updates will be communicated to staff and parents in a timely manner.

By adhering to this policy, we aim to create a nurturing and focused environment that prioritises the safety and well-being of the children in our care.