



Mobile Phones

The welfare, protection and safety of every child in our care is of paramount importance, we take our responsibility to safeguard children seriously. We have procedures in place which we ask everyone to respect and to help promote the safety of the children in our care.

Peter Rabbit Nursery has a **no use** of mobile phones policy whilst caring for children. 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 concern of staff being distracted from their work with children and the inappropriate use of mobile phone cameras around children.

Peter Rabbit Nursery accepts that employees will bring their mobile phones to work; however, employees, visitors and parents are not permitted to use their phones during working hours. Additionally, staff must not carry personal mobile telephones on them during nursery opening hours. All staff mobile phones are to be placed into a specific box in the kitchen before the first child arrives, phones must stay in the box until the last child has left the building.

If a member of staff anticipates they may need to be contacted (e.g. from their own child's school) they may give out the nursery mobile phone number for this purpose.

If an emergency or essential call needs to be made from a staff member's own mobile phone, this must be done inside the kitchen, in view of the main hall, under the agreement of the manager. Staff may take their phones out of the box and use them whilst on their lunch breaks, in the kitchen or outdoors. Staff must insure they do not walk around the building on their phones.

The nursery mobile phone is kept on the kitchen next to the hatch. This is the only phone that can be used to contact parents or outside agencies when needed. The nursery phone must not be taken into the toilets at any time and should be kept within the main nursery room. The nursery mobile phone is used on outings and during special events that parents are invited to. During a special event, guidance will be given to parents on the use of mobile cameras by the Management team.

If staff are witnessed using their mobile phones whilst working in the playroom or in toilets etc, this will lead to disciplinary action.

Staff must not wear smart watches in the nursery setting. Watches must be removed and left in the mobile phone box on arrival.

Staff must only use the Nursery tablet in the Nursery or surrounding park, the tablet must not be taken into the toilet. The Nursery tablet can only be removed from the Nursery by the DSL to update. Staff will only have pin access to Tapestry. The DSL is the only member of staff that has

full access, this is password protected. The Nursery mobile phone will not be used for taking photos. This is checked regularly by the Nursery DSL. No other devices that have imaging or sharing capabilities are allowed in the Nursery hall, toilets, corridor or garden. These are all to be kept securely in the Nursery kitchen in the device box.

This policy in place to protect both children and staff.