

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 cupboard before the first child arrives, phones must stay in the cupboard 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 cupboard, in view of the main hall, under the agreement of the manager.

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. When the nursery is split into groups for off-site activities such as trips to the park, each group must carry a mobile phone to ensure emergency contact can be made if needed. The phone used must belong to the DSL or one of the DDSs, and it should remain in the first aid bag for the duration of the visit unless required in an emergency. On return to the nursery, the photo app on the phone must be checked by a member of staff to confirm that no images have been taken during the outing. 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 main room or in toilets etc, this will lead to disciplinary action.

Staff are permitted to wear smartwatches within the nursery setting, provided they are used appropriately and do not pose a distraction from their duties. As smartwatches do not have the same photo-taking capabilities as mobile phones, they may be worn for basic functions such as checking the time. Smartwatches must not be interacted with during working hours—this includes sending or receiving messages, taking calls, or using voice features. Any misuse or distraction caused by smartwatch use will be treated in accordance with the mobile phone policy and may result in disciplinary action. The use of wearable technology will be monitored by the Designated Safeguarding Lead (DSL) to ensure ongoing safeguarding compliance.

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. 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.