**Mobile Phone and Electronic Device Use**

This policy refers to all electronic devices able to take pictures, record videos, send or

receive calls and messages and sharing capabilities. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches. More and more devices are technically capable of connecting us to the outside world. We will adapt the policy to include all devices we deem necessary to safeguard children.

We promote the safety and welfare of all children in our care. We believe our staff

should be completely attentive 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 and smartwatches during working hours.

We use mobile phones supplied by the nursery only to provide a means of contact with parents/carers.

Staff must adhere to the following:

• Mobile phones and smartwatches should not be used during working hours

• Mobile phones and smartwatches can only be used on a designated break and then this must be away from the children

• Mobile phones and smartwatches must be stored safely in the designated pockets provided.

• The use of nursery devices, such as tablets, must only be used for nursery

purposes

• The nursery devices will not have any social media or messaging apps on them,

except those used for nursery purposes only

• Passwords and/or passcodes for nursery devices must not be shared or written

down, and will be changed regularly

• During outings, staff must only use mobile phones belonging to the nursery unless there is an emergency.

**Parent use of mobile phones and smartwatches**

Parents are kindly asked to refrain from using their mobile telephones whilst in the

nursery or when collecting or dropping off their children. We will ask any parents using

their phone inside the nursery premises to finish the call or take the call outside. We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child

Parents are requested not to allow their child to wear or bring in devices that may take

photographs or record videos or voices. This includes smart watches with these

capabilities, such as Vtech. This ensures all children are safeguarded and also protects

their property as it may get damaged or misplaced at the nursery.

**Visitors’ use of mobile phones and smartwatches**

Visitors are not permitted to use their mobile phones or smart watches whilst at nursery.