

Personal mobile phone policy

Aim of the policy

To give clear guidance on the use of mobile phones and smart watches in the setting.

Points to consider

Ofsted inspectors are allowed to keep their phones on silent in the office during the inspection process.

Everyone else must ensure that their mobile phones are stored in the staff room in a designated phone area and only accessed when on their lunch break.

Any visitors must also ensure that their mobile phones are stored in a designated phone box at the entrance of the nursery and the office.

We aim to achieve this by:

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**Some policies continue to the next page. Please check you are referring to the complete policy content. These policies are reviewed annually and updated inline with changes to government legislation.*

- Ensuring staff working directly with children do not use mobile phones, as it is inappropriate and distracts them from paying full attention to the children in their care.
- Forbidding the wearing of smart watches, including Fitbits, Android and Apple Watches, in the setting.
- Not allowing staff to take photos or videos of the children on their personal mobile phones or cameras. Pictures taken on mobile phones are easily shared and could fall into undesirable hands, either through the person forwarding pictures or a phone being stolen.
- Storing staff mobile phones in a designated place and keeping them away from the children at all times. Staff are only permitted to use mobile phones away from the children while on breaks. The designated place for staff to keep their mobile phones in this setting is in the office.
- Ensuring that mobile phones are kept in the staff member's pocket when walking through classrooms to get to a staff room.
- Asking all parents, interviewees and visitors not to use mobile phones while on the premises.
- Encouraging staff to report it to the management team immediately if they see a member of staff using a mobile phone or personal camera around the children

Internet safety

Information technology includes: iPads, tablets, smart phones, computers and any other technology capable of accessing online content.

Aim of the policy

To give staff clear guidance on how information technology (IT) is to be used and restricted in the setting, both with and without children.

To ensure children in the settings are protected from accessing harmful online material.

Points to consider

It is now part of our role as practitioners to use tablets and computers for:

- Observing, recording and assessing children's development
- Researching and learning with children
- Planning the curriculum
- Communicating with parents
- Sharing professional information with colleagues

The extent of the use of IT is restricted, and all other policies (e.g. confidentiality and social networking) come before and work alongside this policy.

We aim to achieve this by:

When using IT without children:

- Using IT devices responsibly. It is important to make sure that practitioners do not 'hide behind' the iPads, preventing them from interacting with the children in their care. The iPads are there to enhance the practice, not to impede it. Practitioners must make sure that they are only using the iPad for short periods of time when on the floor working with the children to insert data about their day.
- Saving observations/photos and videos so the work is not lost, meaning work can be picked up at different times.
- Ensuring that each room considers the best times for practitioners to write up observations. Each room will also need to work together to ensure that when a practitioner is using the iPad to record observations, the rest of the team is working with the children.
- Only downloading music using the setting iTunes account, so that the senior member of staff can monitor it and ensure that only appropriate music is being listened to by the children.
- Under no circumstance using the iPads for personal use or download additional apps without permission.
- Ensuring that all iPads have passwords stored on them.
- Storing IT devices out of the reach of children when they are not in use. Children should never have use of the iPads.
- Returning all iPads to the office at the end of each day and turning them off to preserve battery life.

When using IT with children:

- Directly supervising children at all times when using age-appropriate IT resources

- Not allowing children to watch television or videos that are not being used as an interactive tool for learning. Any IT use must be 'active engagement' (interacting with the program or app) rather than 'passive engagement' (watching a program for a long period)

In all situations:

- Storing all IT devices securely when the setting is closed
- Under no circumstances allowing the iPads or any other electronic device that is the property of the setting to be taken home. iPads must be stored in the office in the designated area at the end of each day

The roles and responsibilities of the IT designated responsible person are as follows:

- Checking the IT devices' website history weekly (not including the setting main office administration desktop computer/s)
- Ensuring that only setting-approved apps are downloaded on the devices • Approving music and app downloads in agreement with the setting manager
- Referring any issues with operation to the senior member of staff
- Referring any concerns with online material accessed to the DSL and the senior member of staff

Important note: When using IT resources with children, you must consider other factors that link to the Prevent duty and safeguarding children practices.

Using images of children policy

Aim of the policy

To give clear guidance on the use of photographs in the setting, as well as how images will be used and stored.

Points to consider

This policy is part of the setting's wider commitment to safeguarding the welfare of children. We aim to achieve this by:

- Supporting children's development and engaging parents in children's learning through taking photographs that record their activities and achievements.
- Requesting parents' permission to take photographs of their child at the settling-in sessions, with the understanding that parents can withdraw this permission at any time.
- Only using setting-owned cameras/tablets to take pictures of children during the

normal operation of the setting.

- Keeping setting-owned cameras/tablets onsite, except when on outings.
- Storing all digital images of the children on computers/tablets with passwords or on a secure cloud database or memory sticks and storing these sticks in a lockable cabinet. Memory sticks will not leave the premises.
- Gaining separate permission for photographs or moving images to be used on the setting website.
- Not allowing photography or filming on personal mobile phones, cameras or other devices during setting events such as shows, parties, performances or graduations. The setting will be responsible for taking photographs/recordings of the events, and these will be made available to families.