**Mobile Phone Policy**

**Purpose of Policy**

This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. 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 required to safeguard children.

**Mobile phones and other devices that accept calls, messages and video calling**

At Rainbow Nursery 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, smartwatches and/or Fitbits during working hours. We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings.

This policy should be used in conjunction with our Internet & ICT Usage policy to ensure children are kept safe when using the nursery devices online.

**Telephones (landline & mobile)**

Mobile phones have become an integral part of our lives today and can be very useful in ensuring the children’s’ safety during outings. However, protecting the children from harm is our priority and it is important to be vigilant against the misuse of mobile phones. This includes: staff becoming distracted by their mobile phone and anyone taking photographs and videos of children with them. The recording, taking and sharing of images, video and audio on any mobile phone is not permitted under any circumstances for any individual entering the setting.

**Within the Setting**

As the nursery has a landline which is manned and available at all times; and in order to maintain a high level of professionalism; mobile phones must be kept in staff lockers and used only during breaks. This is to protect the children from misuse but also to protect the staff from any potential situation that could be misinterpreted.

**Outside the Setting**

When on outings out-with the setting, staff are permitted to take their phone in case of emergencies. However, they should not use these to take photos or videos, or use for personal use during this time. Staff should only use their phones to contact the nursery or receive communications from the nursery.

**Staff Personal Devices**

Personal Mobile phones/smartwatches/fit bits belonging to staff and volunteers are not used on the premises during working hours. At the beginning of each individual’s shift, personal mobile phones are stored in the nursery staff room. Personal mobile phones may only be used in privacy of the staff room, where there are no children present. The nursery staff and volunteers ensure that the work telephone number is known to immediate family and other people who need to contact them in an emergency.

**Parents and Visitors Devices**

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child’s day. Parents and visitors are requested not to use their mobile phones whilst on the premises. If you are found to be using your phone inside the nursery premises you will be asked 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.

Visitors are requested to leave their mobile phones or smart watches in the safety of the office where they will be locked away safely.

**Taking Nursery Devices Home**

Nursery devices will not be taken home with staff and will remain secure at the setting when not in use. If a device is needed to be taken home due to unforeseen circumstances then the person taking this device home must ensure that it has been agreed by the manager and it is securely stored and not accessed by another other individual and returned to nursery as soon as practically possible.

**Reporting Concerns of Misuse**

If anyone suspects the misuse of mobile phones or disregard for any of the policy they should follow the safeguarding procedure set out in the child protection policy. In the case an allegation or a suspicion is raised, the manager reserves the right to check staff’s personal mobile phone in order to check content.

**Date Completed: October 2023**

**Review Date: October 2024**

*This policy will be monitored in line with relevant legislation and good practice guidelines*