**Busy Bodies Child Care Centre Ltd**

**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. This includes cameras, mobile telephones, tablets and any recording devices. 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 Busy Bodieswe 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 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 online safety policy to ensure children are kept safe when using the nursery devices online

Staff must adhere to the following:

* Busy Bodies will allow staff to bring in personal mobile telephones and devices for their own use. Under no circumstances does the nursery allow a member of staff to contact a current child or parent/guardian using their personal device. This also refers to personal numbers and contact details to be given out.
* Users bringing personal devices into nursery must ensure there is no inappropriate or illegal content on the device.
* To ensure the safety and welfare of all the children within our care, we operate a no mobile phone policy in the nursery. This policy is also to protect our staff members against possible allegations.
* At the beginning of a staff members shift, they will be asked to turn their mobile phone off and place it the designated area in Staff Room / Kitchen. All mobile phones must be placed in the black lockable box.
* Staff members will be allowed access to their mobile phone's on their break but this must be away from the children and only in the Staff Room / Kitchen. Staff must stay away from the door when using their mobile phone. . After your break, staff members must return their mobile phone back to the lockable box. The Manager or Owner (whoever is present and in charge on the day) will be responsible for checking this is adhered to.
* If staff members have a personal emergency they are free to use the setting’s landline telephone. They can in turn speak to the Manager to ask permission to make a personal call from their mobile in the designated staff area of the nursery. If any staff member has a family emergency or similar, they are encouraged to give the nursery number for them to be contacted on. IF this is not possible for whatever reason, and they are required to keep their mobile phone on and “ to hand”, prior permission must be sought from the Manager or Owner (whoever is in charge on the day) and the mobile phone should be placed in the designated place in the Office, where it can be visible at all times.
* Staff members will need to ensure that the Manager has up to date contact information and that staff make their families, children’s schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
* All parent helpers/students will be requested to follow the same policy.
* During group outings nominated staff members will have access to the setting’s nominated mobile phone, which is to be used for emergency purposes only. This mobile phone MUST not have a camera on it.
* It is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery Manager or Owner. If you see a staff member using their mobile phone during working hours and they have not had prior consent from the Manager or Owner you must report this immediately.
* Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).
* The Manager or Owner in her absence reserves the right to check the image contents of a member of staffs mobile phone should there be any cause for concern over the appropriate use of it.
* Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member’s dismissal.
* Any apps downloaded onto nursery devices must be done only by management. This will ensure only age appropriate and safe apps will be accessible to staff or children using them
* Passwords / passcodes for nursery devices must not be shared or written down
* 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 it is securely stored and not accessed by another other individual and returned to nursery as soon as practically possible
* Due to the potential serious nature that mobile phones and camera pose a failure to comply with this policy and its content will lead to disciplinary actions being taken immediately.

Parents’ and visitors’ use of mobile phones and smartwatches

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. However parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children.

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 kitchen where they will be locked away safely.

**Photographs and videos**

At Busy Bodieswe recognise that photographs and video recordings play a part in the life of the nursery. We ensure that any photographs or recordings of children in our nursery are only done with prior written permission from each child’s parent and only share photos with parents in a secure manner. We obtain this when each child is registered and we update it on a regular basis to ensure that this permission still stands.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child’s learning journey; for display purposes; for promotion materials including our nursery website, brochure and the local press; and the different social media platforms we use. We ensure that parents understand that where their child is also on another child’s photograph, but not as the primary person, that may be used in another child’s learning journey.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child’s play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles, tablets or smartwatches and may only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parents’ wishes are met and children are safeguarded.

Photographs or videos recorded on nursery mobile devices will be transferred to the correct storage device to ensure no images are left on these mobile devices.

Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the nursery premises without the prior consent of the manager.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

This policy and procedure will be reviewed annually.

Updated…………………………………………..By ………………………………………

This policy has been read, understood and signed by all the staff.

Signed………………………………………Signed…………………………………………

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