



Mobile Phone and Electronic Device Policy

Policy statement

At **Little Elms** 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.

We also have a duty to ensure photographs, videos and recordings of children are only taken with consent from the child's parent, only used for the intended purpose and is stored safely.

What is considered an Electronic Device?

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.

Nursery Devices

This policy refers to electronic devices but does not include the use of nursery devices. Each nursery has access to their own devices which are permitted for use in line with other policies and procedures. These devices include:

- Mobile phone (with no camera facility) for emergency use and on outings
- Nursery Cameras
- Nursery Tablets – for children's learning journals
- Computers (office-based desktops and laptops)

Procedures for Nursery Devices

All nursery devices are restricted and protected and are only used for nursery purposes.

- 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
- Photographs on cameras or those which have been uploaded to the nursery computer or laptop are deleted weekly
- 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 / pass codes for nursery devices are not shared with anybody who does not need access to the device
- The nursery devices will not have any social media or messaging apps on them

Procedures for Other Devices

All staff and visitors must adhere to the following procedure:

- Mobile phones and Electronic Devices must be stored in the designated area within the nursery (office)
- Mobile phones and Electronic Devices can only be used on a designated break and this must be away from the children
- No personal device is allowed to be connected to the nursery wifi at any time



Parents' and visitors' use of mobile phones and smart watches

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 not permitted to use their devices whilst in the nursery.

Visitors are requested to leave their mobile phones or smart watches in the safety of the office/reception area where they will be locked away safely (this not apply to parents collecting / dropping of their child).

Photographs and Videos

At **Little Elms** we recognise that photographs and video recordings play a part in the life of the nursery. We ensure that any photographs or recordings taken 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.

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 for security in relation to CCTV 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.

Parents are not permitted to use any recording device or camera (including those on mobile phones or smart watches) 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.

Learning Journals

At Little Elms we use tablets in the rooms to take photos of the children and record these directly on to their electronic learning journeys. We ensure that these devices are used for this purpose only and do not install applications such as social media or messaging sites on to these devices.