



Mobile Phone and Electronic Device Use

EYFS: 2.1 & 3.4

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.

Re – Fit bits: This refers to devices that receive messages/calls but not ones that only count steps.

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

At Red Kite Schoolies 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 fit bits that receive messages/calls during working hours. However the staff member in charge of the session will have their personal mobile on them at all times in case of emergency e.g. to call 999.

Staff must adhere to the following:

- Mobile phones/smartwatches/fitbits are either turned off or on silent and not accessed during your working hours
- Mobile phones/smartwatches/fitbits can only be used on a designated break and then this must be away from the children
- Smartwatches/fitbits should be stored safely in staff lockers during the hours of your working day except whilst on a lunch break.
- The use of Schoolies devices, such as tablets, must only be used for Schoolies purposes
- The Schoolies devices will not have any social media or messaging apps on them
- Any apps downloaded onto Schoolies 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 Schoolies devices must not be shared or written down
- During outings, staff will use personal mobile phones. Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only Schoolies owned devices will be used to take photographs or film videos
- Schoolies 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 Schoolies as soon as practically possible

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 setting or when collecting or dropping off their children.

If you are found to be using your phone inside the Schoolies 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.

Photographs and videos

At Red Kite Schoolies we recognise that photographs and video recordings play a part in the life of the setting. We ensure that any photographs or recordings taken of children in our setting 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.

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.

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 was adopted on	Signed on behalf of the nursery	Date for review
<i>Aug 2022</i>		<i>Aug 2023</i>