

# **Hipperholme & Lightcliffe Day Nurseries Limited**

## **Mobile Phone and Electronic Device Policy 2023-2024**

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 and fitbits. 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 necessary to safeguard children.

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

At Hipperholme & Lightcliffe Day Nurseries Limited 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 or Fitbits during working hours.

We use mobile phones supplied by the nursery only to provide a means of contact in certain circumstances, such as contacting parents.

Staff must adhere to the following:

- Mobile phones/smartwatches/Fitbits are turned off or on silent and not accessed during working hours
- Mobile phones/smartwatches/Fitbits can only be used on a designated lunch break and then this must only be in the staff room and away from the children
- Mobile phones/smartwatches/Fitbits must be stored safely in the Manager Office at all times during the hours of your working day
- No personal device is allowed to be connected to the nursery Wi-Fi at any time
- The use of nursery devices, such as laptops, must only be used for nursery purposes
- Any apps downloaded onto nursery devices must be done only by management. This will ensure only age and content appropriate apps are accessible to staff
- Passwords/passcodes for nursery devices must not be shared or written down
- During school runs, staff only use mobile phones belonging to the nursery.
- Only nursery owned devices will be used to take photographs or film videos
- Nursery devices will not be taken home with staff and will remain secure at nursery when not in use.

### **Parents' use of mobile phones and smartwatches**

Parents are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children. We will ask any parents using their phone inside the nursery premises 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

Parents are requested not to allow their child to wear or bring in devices that may take photographs or record videos or voices. This includes smart watches with these capabilities,

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such as Vtech. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the nursery.

## Visitors' use of mobile phones and smartwatches

Visitors are not permitted to use their mobile phones or smart watches whilst at nursery and are asked to leave them in a safe secure place/nursery office for the duration of their visit.

## Photographs and videos

At Hipperholme & Lightcliffe Day Nurseries Limited we recognise that photographs and video recordings play a part in the life of the nursery. We ensure that any photographs or recordings (including CCTV) 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 will obtain this permission when each child is registered and update it on a regular basis to ensure that this permission is still valid.

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. Photographs and videos will never be taken in areas where intimate care routines are carried out.

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, and children, 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 Nursery Manager.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>1 September 2023</i>	<i>Robert Roebuck Director</i>	<i>31 August 2024</i>