

48. Mobile Phone and Electronic Device Use

EYFS: 3.1-3.8

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 and should therefore be deemed to be part of this policy.

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

At La Petite Academy 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 only supplied by the nursery to provide a means of contact in certain circumstances, such as outings and school collections.

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:

- Mobile phones/smartwatches/fitbits are either turned off or on silent and not used/accessed during your working hours
- Mobile phones/smartwatches/fitbits can only be used on a designated break and then this must be away from areas used by the children
- Mobile phones/smartwatches/fitbits should be stored safely in staff lockers 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 without express permission from a manager
- The use of nursery devices, such as phones and tablets, must only be for nursery purposes
- The nursery devices used by children will not have any social media or messaging apps on them
- 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
- During outings, staff only use mobile phones belonging to the nursery wherever possible. Photographs must not be taken of the children on any personal phones or any other personal information storage device. 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 the setting when not in use. If a device is needed to be taken home due to unforeseen circumstances or work/training needs then the person taking this device home must ensure it is securely stored and not accessed by another individual and returned to nursery as soon as practically possible. All nursery devices taken home must be signed out and back in by the staff member and a manager
- Ensure that the children do not use the Tablets that are for Tapestry online learning journals as these contain apps for accessing social media/online content and are for adult use only
- Mobile phones taken on the school run do not have photographic capabilities

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

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' 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 La Petite Academy 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- see separate policy) taken of children in our nursery are only done with prior written permission from each child's parent and only share photos/videos with parents in a secure manner (eg over Tapestry or Egress). We obtain this permission when each child is registered and we update it on a regular basis (eg when children move rooms) 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 Tapestry learning journal; for display purposes; for promotional 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, that may be used in another child's learning journal but not named (eg group assessments, in the background).

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 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.

Online Learning Journals

At La Petite Academy we use tablets in the rooms to take photos of the children and record these directly on to their electronic learning journals. We ensure that these devices are used by adults only and are not accessed by the children. These devices are passcode protected and this code must not be shared.

See Tapestry policy for further details. Staff must sign and adhere to the user agreement before being added to Tapestry or using any of the Tapestry tablets.

We also do routine checks to ensure that emails and text messages (where applicable) have not been sent from these devices and that all internet searches are appropriate and remind staff of the whistleblowing policy if they observe staff not following these safeguarding procedures.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>30/04/2022</i>	<i>C. Daly</i>	<i>30/04/2026</i>