

Fledglings Day Nursery Mobile Phone Policy

Reasons for Policy

To ensure:

1. The safety and privacy of all users of Fledglings Day Nursery.
2. That appropriate safeguarding measures are in place and followed to the letter.
3. That all employees understand their responsibilities in terms of private mobile phone use.
4. The policy links to the nursery safeguarding policy.

Background

Mobile phones are a fact of modern life and it is recognised that almost everyone possesses a mobile device which has a variety of uses.

The main issue with the use of mobile phones or devices in an early years setting is that they be could misused to the detriment of children and for sharing images which may breach privacy and data protection laws. They can also be a distraction to staff if time is spent checking messages or making calls when the focus must be on caring for the children.

Policy

1. Mobile phones are not to be used by members of staff in any public area of the nursery during working hours
2. Under no circumstances are private mobile devices be used to take photographs of children for whatever reason.
3. Nursery devices must be used for the taking of photographs and playing of music.
4. Mobile phones may not be used by parents or visitors. This should be explained, as and when they enter the building.
5. Devices owned by members of staff must be placed in the mobile phone cupboard in the kitchen at the start of a shift and within their designated slot. This the only place in which they can be left in the nursery, they should not be left in lockers.
6. Mobile phones can only be accessed and used by colleagues when on an officially designated break. Express permission must be sought from the management team (Meryl and John Maluckyj) to use outside this time and a clear reason given.
7. Mobile phones may only be used in the designated staff room or beyond the boundary of the nursery. They should not be "checked" or used in anyway

until a member of staff is either within the staff room or beyond the nursery boundary.

8. Next of kin and close family members can use the nursery landline to call members of staff should an emergency arise or to leave a message the number being 0117 9393398. Members of staff may also use the landline should they need to make a call.
9. In the event of staff taking children out of the nursery for a visit then the management team will designate two colleagues to take their mobile phones for use in the event of an emergency only. Photographs are not permitted unless taken on a nursery device.
10. Breaches of this policy will result in disciplinary action against the person concerned.

Author

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Fledglings Day Nursery

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