



Mobile phone and Digital Device Policy

At My Sunshine Day Nursery and Pre-School, Children's safety is paramount, we do this by providing an environment which children, parents and staff are safe from images being recorded and inappropriately used; in turn eliminating the following concerns:

- Staff being distracted from their work with children.
- Inappropriate use of mobile phone and digital device camera's around children.

At My Sunshine Day Nursery, we aim to have a clear policy on the acceptable use of mobile phones, digital devices and cameras that is understood and adhered to by all parties concerned without exception.

Mobile phones:

- The nursery allows staff members to bring in a personal mobile phone for their own use.
- Users bringing personal devices into the nursery must ensure there is no inappropriate or illegal content on the device.
- Mobile phones should be kept in the office - they should not be taken into the nursery at ANY time. All phones must be signed in on a **Mobile Phone Signing in form (MPF)**
- We have a visible sign on the door to inform parents and staff that they are not allowed to use their mobiles pass a certain point.
- If staff members are waiting for an important call they should give the nursery telephone number to be contacted on.
- If nursery staff members are found in breach of our Mobile phone, digital device and camera policy disciplinary action will be taken.



- Staff to ensure that the manager has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers.
- Only the nursery phone is to be taken on outings.
- The nursery mobile phone is kept in the office and only used with authorised permission.
- Visitors are requested not to use mobile phones, beyond the mobile phone sign and taking any photos is prohibited at all times.
- It is the responsibility of all members of staff to be vigilant and report any concerns of mobile phone use to the management team.

All concerns highlighted to the management team will be taken seriously, logged and investigated appropriately.

Any concerns of inappropriate use will be reported to the Local Authority Designated Officer (LADO).

Alternate Digital Devices (Apple Watches, Fitbits & Tablets)

As per the My Sunshine Day Nursery procedure for Mobile phone devices, apple watches and tablets are too prohibited from the nursery setting and must be signed in on the **MPF form**.

These devices have the potential to put the staff and children at risk; allowing accessibility to the use of camera and recording devices, social media and communication to people unknown to the nursery.

Fitbits can be worn within the setting subject to individual usage requirement, certain applications are restricted. Before wearing your Fitbit into the setting prior authorisation is needed via management team.



Nursery Cameras & Videos:

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage.

However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- All photographs of children should be taken on designated camera's.
- Camera usage is to be monitored by the management team.
- Photos should be used appropriately i.e. for a child's learning journals, displays.
- Images must only be down-loaded on the nurseries lap-tops and approved by management /administration team.

Failure to adhere to this policy will lead to the disciplinary procedures being followed.

This Policy was adopted on	Signed on behalf of My Sunshine Day Nursery by Harriet Ballardie (Nursery Manager)	Date Policy was Disseminated to Staff	Date for next Policy review
1 March 2018		1 March 2018	1 January 2019