**Mobile Phone and Electronic Device Use**

| EYFS: 3.1 – 3.9 |
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*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 necessary to safeguard children.*

**Mobile phones and other electronic devices with imaging and sharing capabilities**

At Ashridge day nursery 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 use mobile phones to provide a means of contact, in certain circumstances, such as outings. The mobile phone remains in the bag, unless it is needed to make an emergency call, and the phone camera/lense is covered with a sticker or plaster, for the duration of the outing. Staff complete a ‘Use of Mobile Phone on Outings Agreement’. We do not allow staff to use other personal devices, with imaging and sharing capabilities, during working hours.

Staff must adhere to the following:

* Mobile phones (unless agreed with the Manager, for use on an outing), or other personal devices with imaging and sharing capabilities are not accessed during your working hours
* Mobile phones or other personal devices with imaging and sharing capabilities can only be used on a designated break and then this must be away from the children
* Mobile phones or other personal devices with imaging and sharing capabilities should be stored safely in staff bags at all times during the hours of your working day
* The use of nursery devices, such as tablets, must only be used for nursery purposes
* The nursery devices 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 and content appropriate apps are accessible to staff, or children using them
* Passwords/passcodes for nursery devices must not be shared or written down, and will be changed regularly
* Only nursery owned devices will be used to take photographs or film videos
* Nursery tablets will not be taken home with staff and will remain secure at the setting when not in use.

**Parent/carer use of mobile phones and smartwatches**

Parents/carers are kindly asked to refrain from using their mobile telephones or other personal devices with imaging and sharing capabilities,  whilst in the nursery, their phones are stored in the locked visitors box by the entrance. We will ask any parents/carers using their phone to finish the call. 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/carers are requested not to allow their child to wear or bring in devices with imaging and sharing capabilities. 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.

**Visitors’ use of mobile phones or other personal devices with imaging and sharing capabilities.**

Visitors are not permitted to use their mobile phones or other personal devices with imaging and sharing capabilities whilst at nursery. They are asked to leave mobiles in the locked mobile phone box for the duration of their visit. They are reminded that they are unable to use devices with imaging and sharing capabilities, such as smart watches, whilst in the nursery, and this will be monitored by the staff.

**Photographs and videos**

At Ashridge day nursery 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/carer 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 different social media platforms we use. We ensure that parents/carers 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 not be taken in areas where intimate care routines are carried out.

If a parent/carer 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 personal devices with imaging and sharing capabilities 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 devices will be transferred to the correct storage device to ensure no images are left on these mobile devices.

Parents/carers and children are not permitted to use any personal devices with imaging and sharing capabilities on the nursery premises without the prior consent of the manager.

Whilst parents are attending the nursery, for events such as stay and play sessions or to watch their child’s production, mobile phones will be placed into a box and the room leader will place this into the office. Mobiles will be returned to parents, upon leaving the nursery. Parents are also requested not to use smartwatches, during these events, and will be reminded of this when they arrive. Staff will also be vigilant and monitor for any unauthorised usage.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents/carers 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/carers of all the children included in the picture.

**Online Learning Journals**

At Ashridge day nurserywe use tabletsin the rooms to take photos of the children and record these directly on to their electronic learning journeys. We ensure that these devices are used for this purpose only and do not install applications such as social media or messaging sites onto these devices.

We also do routine checks to ensure that these devices are used for their sole purpose 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** |
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| *March 2024* | *Lisa Hubbard* |