

Bambino Ltd

Mobile Phone Policy

Version	Date	Author	Comments
1.0	07/2008	Bambino Ltd	Initial release and adoption of policy
1.1	28/09/2011	Scott Roberts	Introduction of version control
1.2	21/02/2012	Scott Roberts	Guidance regarding parental usage of phones at nursery
1.3	04.02.2015	Jo Stainsby	Amended a sentence regarding nursery mobile phone
1.4	28.02.2016	Jo Stainsby	Included use of nursery devises, staff use on outings, parents refraining from using mobile within setting
1.5	28.09.2016	Heather Clark	Clarification on usage of nursery mobile phone. Staff no longer allowed to take personal mobile phones on outings. Edited to ensure it matches child protection policy

Mobile Phone Policy

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. This is why personal mobile phones are not to be used during working hours.

Our nursery is aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely. As part of our commitment to Child Protection, we need to ensure that there is no possibility of un-authorised media of the children being taken or shared online.

Within the nursery, we do this by ensuring staff adhere to the following:

- Mobile phones should be stored safely in the office at all times during working hours, or within the designated lockers
- Mobile phones must be on silent or turned off during working hours.
- Mobile phones can only be used on a designated break - this must be away from the children
- Staff may give out the nursery phone number (landline) to be used in case of emergency
- Only using approved devices to record/photograph in the setting. These are stored in the office when not in use.
- All nursery devices have restricted access and do not allow for unsupervised access to applications that require the internet.
- Ensuring children are supervised using internet devices and the content is appropriate
- Parents are asked to refrain from using their mobile phone within the nursery. Staff may use their discretion in asking parents to stop using their phone in the presence of children.
- The nursery has a mobile phone, which is clearly labelled and is securely stored in the office unless in use. This is to be taken on trips and outings with the children and is only to be used in emergency situations. The nursery mobile phone is strictly not to be used to send photographs or videos to parents
- Personal mobile phones must never be used to take photographs or videos of children or their families. Setting issued devices must be used for this purpose
- Staff have a whistleblowing responsibility to report other staff's misuse of mobile phones during setting opening times
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

