

Mobile Phone/ Camera/ Electronic Devices Policy

Children

Children should not bring mobile phones into Nursery. If there are extenuating circumstances, then parent/ carers should contact the Nursery to try to agree a procedure for their individual child.

- If children bring a mobile phone into Nursery inadvertently, leaving it in a pocket for example, then the phone will be kept securely in the nursery office until the end of the day when it should be collected by the child on their way home.
- Children are expressly prohibited from taking photographs on their mobile phones on the nursery premises.

Springboard Nursery has the right to ask any parent/visitor's/OFSTED if they are carrying a phone/camera/iPad and Springboard Nursery can ask you to switch it off and leave this in the office before entering any of the playrooms. If you are bringing in a Laptop for work purposes – the Nursery manager will ensure the lens on your laptop is covered – e.g., with a plaster. If these procedures are not implemented, then you will not be permitted to enter the nursery.

Staff/ Adults

If staff/ adults bring mobile phones into the nursery, they should follow these guidelines:

- Mobile phones should be switched off or on silent.
- Staff WILL leave their mobile phones/cameras in their cars, if they do not have a car they must be switched off and put into their designated locker or in the nursery office. Phones can be collected on their designated breaks however these have to be taken outside for use. They MUST NEVER have these in the playrooms/ outside play area/ walks/ trips
- Mobile phones/ cameras are the responsibility of the adult/ owner, the nursery cannot be liable if they are lost, damaged or stolen.
- The nursery landline/ mobile is available for staff to use if essential, otherwise they will have to use their own phones in their cars on designated breaks.
- Staff/ adults should NEVER take any photographs of the children, if this is observed then this will be challenged.
- When staff take children on visits/ outings they will always take the settings nursery mobile, if the mobile has a WIFI function this will remain disabled.

Cameras

- The nursery has nursery Pod's for sole use of the nursery. The photos are never shared with any other than at the nursery.
- The photos are used as pictorial evidence/representation of what the children do during their day, and are a valuable source of evidence for observation, assessment, and communication; they are often shared with the children to promote discussion, reflection and are also used on displays.

Smartwatches/ FitBits

Springboard Nursery, Policies and Procedures



- Smartwatches/ Fitbits can be used within the setting. However, the owner of the smartwatch/ Fitbit must report to the Manager or Deputy Manager at the start of each shift so that it can be checked to ensure that the smartwatch/ Fitbit is not connected to their mobile phone.
- If staff are seen to be using their smartwatch that is connected to their mobile phone this will be challenged and dealt with accordingly.

Consent

- Consent will be obtained from parents/ carers prior to the child starting the setting, to allow or disallow a child from having their photograph taken.
- The consent will include the following:
 1. Nursery use - displays, share with children, smile files etc
 2. To display on the nursery website
 3. Newspaper and articles.
 4. Social media pages for the nursery - Facebook/Instagram
- Should a parent/ carer not want their child's photo taken for any reason then we will ensure this is a priority.
- Nursery parties/ plays - parent/ carers will be asked at the beginning alongside consent provided by the parent/ carer on Family.
- Parent/ carers are asked NOT to share any photographs of their children, which may have been taken in the setting onto social networking sites. This will be challenged if observed.

Please note -Disciplinary action will be undertaken to any staff member who does not abide by the settings policy and procedures.

Phones must NEVER leave the staff room.

This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.

Date: 01.09.2023