



Albert Village Nursery

Mobile Phone and iPad Policy

Statement of intent:

It is our intention to provide an environment in which children, parents, carers, students, volunteers, professionals and staff are safe from images being recorded and inappropriately used, in turn eliminating the following concerns:

- 1) Staff being distracted from their work with children
- 2) The inappropriate use of mobile phone and cameras around children

Our aim is:

To have a clear policy on the acceptable use of mobile phones and iPads, that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:

Mobile Phones

- The Nursery allows staff to bring in personal mobile telephones and devices for their own use. Under no circumstances does the nursery allow a member of staff to contact a current parent/carer using their personal device.
- Users bringing personal devices into nursery must ensure there is no inappropriate or illegal content on the device.
- All staff must ensure that their mobile telephones/devices are left inside their bag throughout contact time with children. Staff bags should be placed in the staff cupboard unless requested by the Nursery Manager to be placed elsewhere.

- Mobile phone calls may only be taken during staff breaks or in staff members' own time, when no children are present.
- If staff have a personal emergency they are free to use the Nursery's phone or make a personal call from their mobile in the designated staff area of the setting, i.e. staff cupboard.
- If any staff member has a family emergency or similar and required to keep their mobile phone to hand, prior permission must be sought from the Nursery Manager and the mobile phone should be placed in the Managers tray.
- Staff will need to ensure that the Nursery Manager has up to date contact information and that staff make their families, children's schools etc, aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- All parent helpers/students, volunteers and visiting professionals will be requested to place their bag containing their phone in the staff cupboard or another appropriate location and asked to take or receive any calls in the staff cupboard where their phone must remain.
- During group outings nominated staff will have access to the nursery's nominated mobile phone, which is to be used for emergency purposes only.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery Manager.
- Concerns will be taken seriously, logged and investigated appropriately.
- The Manager or Deputy in her absence reserves the right to check the image contents of a member of staffs mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.
- All issues raised will be reported to the Headteacher immediately.
- Parents/Carers are asked not to have their mobile phone on show and should their phone ring they may be asked to switch their phone off or take the call outside the nursery building.

IPads

- Only the Nursery IPads will be used to take photographs and videos of the nursery children.
- Through the induction process all staff must ensure the permission of parents/carers has been sought for photographs to be taken of their children and placed on the Nursery website/blog/Facebook/Class Dojo.
- The Nursery IPads are to be stored overnight in the secure locked cabinet.

Please note: The nursery is registered with the Information Commissioners Office.