

Mobile Phone and Electronic Device Use Policy



Revised Mobile Phone and Electronic Device Use Policy

Purpose:

To establish guidelines for the appropriate use of personal mobile phones and electronic devices at Grass Roots Nursery Group, ensuring the safety and well-being of children.

Scope:

This policy applies to all staff, students, volunteers, parents, and visitors.

Staff


- **Personal Mobile Phones:** Store personal mobile phones in the designated areas during working hours. Use them only during breaks or emergencies.
- **Prohibited Use:** Do not use mobile phones to take photos or videos of children on nursery premises.
- **Emergency Use:** In emergency situations, staff may use personal mobile phones to contact emergency services or coordinate the response.
- **Reporting Concerns:** If you have concerns about inappropriate device use, report them to the designated safeguarding lead - Lucy Pottinger.
- **Reporting Procedures:**
 - Multi-Agency Safeguarding Team if we have a safeguarding concern about a child.
 - the Internet Watch Foundation (IWF) if we need to report illegal images. (child sexual abuse material)
 - the Child Exploitation and Online Protection centre (CEOP) if we are worried about online abuse or the way that someone has been communicating online.
 - the UK Safer Internet Centre Helpline for Professionals or the NSPCC for further information.

Parents and Visitors

- **Personal Devices:** Use personal mobile phones and cameras in designated areas or outside the nursery.
- **No Photos:** Refrain from taking photos or videos of children at nursery events and sharing them on social media.
- **Reporting Concerns:** If you have concerns about inappropriate device use, report them to the designated safeguarding lead - Lucy Pottinger.

Nursery Equipment

- **Authorised Use:** Only nursery-owned cameras and recording equipment should be used to take photos and videos of children. These are password protected.
- **Purpose:** Images should be used for appropriate purposes, such as observations, documentation, and events.
- **Data Protection:** Comply with data protection regulations and parental permissions when

handling images  Data Protection Policy

- **Storage:** All electronic devices, locked in the office during closing hours.
- **Restrictions:** Cameras and recording equipment should not be used in areas where intimate care is carried out.

Additional Considerations

- **Outings:** Staff may use personal mobile phones during outings under specific guidelines.
- **Emergency Situations:** Prioritise safety and communication in emergency situations.
- **Access to nursery software:** This can only be done so through nursery electronic devices and viewing of the employee section of the app on personal devices is prohibited.

Consequences

- Failure to comply with this policy may result in disciplinary action for staff members.
- Parents or visitors who violate the policy may be asked to leave the premises.

Review and Updates

- Review and update the policy regularly to address changes in technology or regulations.

By implementing this policy, Grass Roots Nursery Group can ensure the responsible and safe use of mobile phones and electronic devices within the nursery environment.