Mobile Phone and Electronic Device Use Policy

*At Little Wonderland Nursery, the safety, privacy and well-being of all children are of paramount importance. We believe our staff should be completely attentive during their hours of work to ensure all children in the nursery receive the best quality care and education. This policy refers to how mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used within the setting, in line with safeguarding regulations and guidance from Care Inspectorate Scotland.*

*This policy applies to staff, parents, visitors, volunteers, and contractors within nursery premises and during any nursery related activities offsite.*

This policy ensures:

* *The safety of children by reducing risks associated with mobile phone misuse.*
* *Respect for children’s privacy and confidentiality.*
* *An undistracted, focused environment for staff, children and parents.*

Implementation:

* Staff are not permitted to use personal mobile phones or devices with imaging or sharing capabilities during working hours. This ensures that their attention remains focused on the children.
* Mobile phones provided by the nursery are to be used only for communication during specific situations, such as outings. These devices should not be used for personal matters.
* This policy works in conjunction with our *Online Safety Policy* and *Acceptable Internet Use Policy* to ensure that children are protected when using nursery devices for online activities.
* Staff must adhere to the following:
* Personal mobile phones must only be accessed during designated break times.
* When used, personal mobile phones must be taken away from the children and used in a designated break area.
* Mobile phones and devices must be securely stored within the office at all times while working.
* Smartwatches must be either turned off or set to do not disturb.
* Nursery-owned devices are strictly for nursery-related tasks.
* Nursery devices will not contain social media or messaging apps, except those required for official nursery purposes by senior staff.
* Only management is authorised to download apps on nursery devices to ensure that only age-appropriate and relevant content is accessible.
* Passwords and passcodes will be changed regularly to maintain security, these should not be shared of written down.
* Nursery devices will not be taken home with staff unless approved by management. If this occurs, the staff member must ensure the device is securely stored and not accessed by others.
* Staff are required to use nursery-issued mobile phones for communication during outings.
* Only nursery devices should be used for any images or videos taken during outings.

**Parent use of mobile phones and smartwatches**

Parents are kindly asked to refrain from using their mobile devices or other personal devices with imaging and sharing capabilities, whilst in the nursery or when dropping off or collecting their children. We will ask any parent using their phone/device inside the nursery to finish their phone call or take it outside. We ask this to ensure all children are safeguarded and that drop offs and collections remain a quality handover opportunity where we can share details about your child.

Parents are requested not to allow their child to wear or bring any device that has imaging or sharing capabilities. This ensures all children are safeguarded and also eliminates the possibility of their property being damaged or misplaced at 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 whilst in the setting and are asked to leave them in a secure place such as the nursery office for the duration of their visit.

**Photographs and videos**

Staff are not permitted to take any photographs on personal devices and may only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that parents’ wishes regarding photographs and recordings are met, and children are safeguarded.

During special events e.g. Christmas parties, staff may produce group and individual photographs to distribute to parents on request.