



MOBILE PHONE POLICY

Monkey Puzzle Day Nursery is committed to safeguarding the children and families that use our nursery and we are aware of the risk that mobile phone and other devices with camera functionality pose to the children in our care. It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

We balance this risk with the benefits that mobile devices and photographs of children can offer and through observing this policy, all staff and visitors to our setting are contributing to a safe and effective environment.

Where this policy refers to mobile phones, this is also intended to cover any device which may be used to take images, including but not restricted to tablets, smart watches, cameras and recording equipment.

A breach in this policy may lead to disciplinary action; depending on the nature of the breach it may be considered as gross misconduct and result in summary dismissal.

The aim of the Mobile Phone Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines. This is achieved through balancing protection against potential misuse with recognition that mobile phones are effective communication tools – which in turn can contribute to safeguarding practice and protection.

- All staff and visitors are aware of, and adhere to, their responsibilities under this policy
- Children are safeguarded against potential misuse of digital images
- Staff and Line Managers are aware of the consequences of breaching this policy

Safe and authorised use of digital images can contribute effectively to the experience of families and potential families from Monkey Puzzle Day Nursery.

Staff (including agency workers)

It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile phones is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make and covert images or misuse functions in any other way.

Mobile phone usage is not permitted in any playrooms or play areas (“Restricted Area’s”) used by children, regardless if children are present in these areas as the areas may contain photos of or personal information relating to children. A zero-tolerance policy is in place with regards to the use of personal or work related mobiles by any individual in these areas.

Staff are permitted to use their mobile phone in the staff room on breaks when no children are present. The nursery provides a specified locker for employees to store their devices in they are responsible for the safe and proper storage of their mobile phone. Staff mobile phones will be signed in and out in the staff room. Practitioners leave their belongings in safe storage at their own risk. It is therefore recommended that phones are password protected and insured. No liability for loss and damages is accepted.

Each setting has a specific risk assessment to assist staff with the safe and proper use and storage of mobile phones. The nursery understands that mobile phones play an important role in emergency situations and staff are encouraged to discuss any requirements to have enhanced access to their mobile phone on an individual basis with the manager. Staff may also provide the nursery phone number for use in an emergency.



All staff are responsible for the safe and proper implementation of this policy and are expected to challenge any person who is seen using their mobile phone in such a way that breaches this policy. Failure to report a breach of this policy may lead to disciplinary action.

Visitors

Visitors to the Nursery includes but is not limited to parents, prospective parents, contractors, early years' partners such as football and music consultants, students, local authority staff and inspectors.

Upon arriving at the Nursery, all visitors will be informed by a member of staff of the nursery Mobile Phone Policy and will be asked to observe the restrictions in place. Visitors will be asked to refrain from using their mobile phone whilst in a restricted area.

Some visitors to the nursery may be permitted to use mobile phones while in the staff room or office, providing that they have sought authorisation from a member of the Nursery Management Team who will challenge any use of mobile phones in restricted areas and ensure that prior approval has been given.

The nursery reserves the right to view any images that have been taken while on the premises and request that images are deleted if they are deemed inappropriate or unnecessary.

Company Mobile Phones

All members of the Head Office are supplied with a Company mobile phone. These are regarded as 'authorised' mobile phones for the purposes of taking images for EYFS purposes/Company social media. Each Nursery will also have digital cameras for taking appropriate images – no other cameras are permitted to be used unless express authorisation from the Nursery Manager has been given.

The nursery recognises the positive role that social media can play and where we have authorisation from parents, appropriate and relevant images of children will be shared on social media.

The employee who has been supplied with the mobile phone accepts ultimate responsibility for the use of the mobile phone

Images of children will be deleted from the device once they have been used for the intended purpose. The taking of images on any unauthorised device is strictly prohibited.

Outings

Each nursery has a mobile phone specifically for the use of outings with children. This mobile phone has no enhanced functionality or camera and is to be used solely for contacting the relevant person/emergency services in the event of an emergency whilst on an outing. Either need to purchase a phone with no camera for use on outings or emergency or delete paragraph.

Mobile Phones while Driving

As part of our overall health and safety policy, Monkey Puzzle Day Nursery is committed to reducing the risks which our staff face and create when driving or riding for work. We ask all our staff to play their part, whether they use a company vehicle, their own or a hire vehicle.

It is illegal to use a hand-held mobile phone whilst driving. It is also an offence to "cause or permit" a driver to use a hand-held mobile phone while driving. Depending upon the individual circumstances, drivers could be charged with



'failing to have proper control of their vehicle'. In more serious cases, the use of any type of mobile phone could result in prosecution for careless or dangerous driving.

If you do not have a hands-free kit installed in your car you must not use your mobile phone whilst driving; this includes using an earpiece. If you need to make or receive a telephone call, you should do so at a convenient break in your journey. The vehicle must be stopped in a safe and legal area with the engine turned off before you make/receive a call. Using a hand held mobile phone whilst stationary in traffic or at traffic lights will still constitute as an offence.

Improper or unsafe use of mobile phones while driving as part of your employment with Monkey Puzzle Day Nursery may lead to disciplinary action. Staff are reminded of their duty to represent the nursery in a positive manner and any improper mobile phone use whilst identifiable as a Monkey Puzzle Day Nursery employee may damage the nursery's reputation.