



QUEENS PARK MONTESSORI DAY NURSERY

**155 Richmond Park Road
Bournemouth
Dorset
BH8 8UA**

Telephone: (01202) 523293

Proprietor: Mrs Alison Toms

Ofsted Reg: EY242933

**A Unique Child
1.3 Keeping Safe**

STAY SAFE

EYFS: 3.1 – 3.8

MOBILE PHONE AND ELECTRONIC DEVICE USE POLICY

Mobile phones and other devices that accept calls, messages and video calling

At Queens Park Montessori Day Nursery we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones, smartwatches and/or Fitbits that can receive calls/texts during working hours. (Basic Fitbits may be worn if they are solely for the use of monitoring heart rate/counting steps, etc.)

We use a mobile phone supplied by the nursery to provide a means of contact. For example, sending important information messages to parents and when on outings.

[This policy should be used in conjunction with our online safety and E-safety policy, to ensure children are kept safe when using the nursery devices online.](#)

Staff must adhere to the following:

- Mobile phones and smartwatches/Fitbits are either turned off or on silent and not accessed during your working hours
- Mobile phones and smartwatches/Fitbits can only be used on a designated break and then this must be away from the children
- Mobile phones and smartwatches/Fitbits must be stored in staff designated drawers outside the staff room or, if expecting an important call (such as from a doctor), may be stored in individual pockets outside the baby room

- The use of nursery devices, such as tablets, laptops and phones, must only be used for nursery purposes
- **No personal device is allowed to be connected to the nursery Wi-Fi at any time**
- The nursery devices will not have any social media or messaging apps on them
- Any apps downloaded onto nursery devices must be done only by management. This will ensure only age and content appropriate apps will be accessible to staff/children using them
- Passwords/passcodes for nursery devices must not be shared or written down, and will be changed regularly
- During outings, staff will only use the mobile phone belonging to the nursery wherever possible. Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only nursery owned devices will be used to take photographs or film videos
- Nursery devices will not be taken home with staff and will remain secure at the setting when not in use. If a device is needed to be taken home due to unforeseen circumstances then the person taking this device home must ensure it is securely stored and not accessed by another other individual and returned to nursery as soon as practically possible

Parents and visitors use of mobile phones and smartwatches

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile phone, in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children.

If you are found to be using your phone inside the nursery premises you will be asked to finish the call or take the call outside.

We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child.

Visitors are requested to leave their mobile phones or smart watches in their bag for the duration of their visit.

Parents are requested to not allow their child to wear or bring in devices that may take photographs or record videos or voices. This includes smart watches with these capabilities, such as Vtech. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the nursery.

Use of Learning Book tablets, video and digital cameras

Photos of the children will only be taken using nursery digital cameras, video cameras, and Learning Book tablets. Pictures taking on digital cameras will be downloaded to the nursery laptop and printed out before being deleted. Any videos will be downloaded to the laptop, used, then deleted, or stored securely if needed as evidence.

Learning Book photos/video/audio will be uploaded to the secure Learning Book server and are then automatically deleted from the tablet. The tablet is secure and does not have the capabilities to install other applications.

All devices used in the nursery for the purpose of taking photos, videos, or audio recordings are kept secure and the usage is monitored.

At induction, permission is sought from all parents/carers to take photographs and video images of their child for use within nursery displays and for individual learning journals, both online and in paper format. Permission is also sought to display the images on the digital photo frames for public viewing. We will update this permission on a regular basis to ensure that this permission is still valid.

We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey. Photographs and videos will not be taken in areas where intimate care routines are carried out.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

We will ensure that all children are appropriately dressed/covered with aprons for any photographs and video images taken during messy play/water activities.

Parents are not permitted to use any recording device or camera (including those on mobile phones) on the nursery premises without the prior consent of the manager.

Audio recording – if using audio recording practitioners must ensure people are made aware before entering the area and appropriate permissions gained and recorded.

Staff are not permitted to take photographs or recordings of a child on their own cameras, mobile phones or other devices and may only use those provided by the nursery. The nursery manager will monitor all photographs and recordings to ensure that the parent's wishes are met. Mobile phones are never used to take photographs.

Nursery digital cameras, tablets, video cameras and memory cards are placed in the basket and locked upstairs at the end of the day by either Alison Toms or Ali Percy.

This policy was adopted on:

Signed on behalf of the nursery:

Date for review: