



Mobile Phone and Tablet Policy

	Date	Date	Date	Date
Revision History	01/09/2019	01/ 2022	06/2022	07/2023

EYFS Requirements:

From 3.4. "The safeguarding policy and procedures must...cover the use of mobile phones and cameras in the setting."

Policy Statement:

The setting's phones and tablets are a powerful and necessary tool to aid practitioners in recording children's learning journey. However, staff members' own mobile phones should not be used during the working day and should not be brought into the building.

Procedures:

At OBVNS, three setting tablets are used to carry out observations, assessments and pastoral records of children using the Family App. These can be used to take photographs of children and upload these onto the Family app. They can also be used to message parents through the Family app and look up contact details. They are protected with a pin number known only to staff and Family is pin protected meaning there are two layers of security to personal details. They are stored securely in a locked box at the end of the day.

The setting has three mobile phones. The first ('Red phone') is a direct line into the setting that parents have to contact the staff (and vice versa) and which staff also give out for if they need to be contacted in an emergency. The second ('Blue phone') is used when groups of children are taken off site. Finally, there is a business phone whose number appears on marketing and is always in the possession of the directors. All three of these phones are code protected and the Family app is password protected.

The Managers', directors' and admin assistant's laptops will be, at times in the setting. These are password protected and are not used to take photos of children. There are two further tablets used by the directors for social media marketing and other administration. These are pin protected and used off site. As with all the on site iPads and phones, all these devices have two layer security when accessing the nursery management app.

Staff's personal mobile phones should not be brought onto the nursery site. They can be left in a staff member's car or, if a member of staff does not have a car and needs their phone for after their shift, we provide a padlocked box in which the phone can be turned off and placed in (the managers have this key and staff members are not allowed to access their phone during their shift). The only time a staff member will use their own phone with children present would be in exceptional instances such as making an outward call to the emergency services or a child's parent when no other form of communication is available. Staff members who are entitled to a statutory break may check their phones outside the building. Staff members should give out the phone number of the 'red' phone as their contact number during their shift (i.e. in case their own children's school needs to contact them or in case of other emergency situations).

If a member of staff has a concern that a colleague is misusing their personal phone or any devices from the setting, they will contact the named DSLs in the setting (Andy Grayson, Vicky Calver, Emma Parker and Victoria Grayson). A staff member caught misusing their mobile phone will be subject to internal disciplinary procedure and the LADO will be consulted in instances where children from the setting may be affected.