

## Mobile Phone Usage and e-Policy

### Mobile Phone Usage

At Incey Winceys Day Nursery and Preschool (from this point known as the Nursery) we operate a strict no mobile phone policy in the presence of children whilst they are being looked after on the nursery premises.

All staff, volunteer or students are allocated a personal locker with a key and must ensure their mobile telephones are locked away and may not be used in the rooms that children are being cared in. This includes the nappy changing areas and toilets.

In the case of personal emergencies, with management consent, mobile phones may be used within the confines of the staff room.

Staff, volunteers and students have emergency use of the landline telephones in their room, and can give out the following details to receive important messages:

### **0208 518 8001 (Main Nursery Number)**

Option 1 for the office

Option 2 for the baby room

Option 3 for the Ants room

Option 4 for Preschool

If the **Preschool** is unavailable please phone on **0208 530 5858**

The landline phone must not be used to make or receive non-emergency personal calls. The landlines are used in the event of an emergency within the nursery. Alternatively, calls of a sensitive nature may be made or received from the nursery office if appropriate.

At no point during the working day may any mobile phone be present or on anyone's person at all. Failure to adhere to this policy will result in disciplinary action.

Staff are aware to be vigilant of others and are expected to report any personal mobile phone use by staff or parents in areas where there are children being cared for.

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Whilst on day trips and outings away from the nursery, a letter including the mobile numbers of all senior staff and group leaders will be given out beforehand.

Parents and carers or other people collecting the children should keep mobile phones out of sight, and they should not be used during pick up or collection times. We reserve the right to ask any parent or carer who is on their mobile phone to leave the building until they have finished their call and put their phone away.

This is due to safeguarding the children against unauthorised photos and videos, but also to aid effective communication between the member of staff and the parent or carer, regarding feedback of the day, important reminders etc.

Management mobiles may be used within the confines of the staff room, office, and kitchen and never in the rooms in which children are being cared for or in the presence of children.

Children who are old enough to own or carry their own mobile phone should not use it whilst in our care at all.

## **Smart watches**

Smart watches must not be worn within the rooms with the children. This is to avoid staff being distracted by their use/ being tempted to send messages etc.

Staff understand that they may share the room phone number with their families, doctors etc which negates the need for smart watches.

The staff reserves the right to confiscate a smart watch that is worn within the room and lock it safely away until the end of the staff member's shift.

## **iPads, Laptops and Computers**

The Nursery uses iPads within the rooms where the children are cared for to observe, photograph and record observations. Staff are aware of the importance to limit this time to allow for the safe supervision of the children and to be positive role models in limiting screen time, and to allow meaningful conversation. iPads are limited to restrict websites that do not need to be accessed during the working day, for example online shopping websites, and

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the iPads are password protected to restrict the children opening one up and accessing the internet. The iPads are also locked away during the beginning and end of the Nursery day to allow for positive communication between staff and parents.

The Nursery management regularly monitor the online activity and the quality of observations via the Tapestry website and can remotely restrict access if necessary.

The Nursery management also monitor the photos and videos taken via the iCloud application. The iCloud password is confidential, and the staff are vigilant in reporting any inappropriate use of the iPads to management.

The Staff also understand that there must not be use of iPads within the area of the children using the toilet or changing nappies or clothes.

iPads are not used as a screen for children to watch, for example a film or TV show, but may be used in short clips to show children for example types of minibests. Wherever possible the Nursery also incorporate this information in books and real opportunities to explore, e.g. bug hunts, but the Nursery understands the benefits of such technology to enhancing the learning of the children.

## **Visitors**

When we have visitors to the Nursery, for example OFSTED or the Redbridge Early Years Team they may bring an iPad or Laptop to take notes. The Nursery agrees to this and staff will not leave the visitor alone or unsupervised with children. Staff understand the risk in the devices being able to photograph or access internet content and if the Nursery deems suitable, we reserve the right to ask the visitor to cover their camera(s) with tape and possibly set the device to airplane mode.

Staff remind parents and visitors to always keep mobile phones out of sight and there are posters around to reinforce this.

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## Events and Celebrations

Parents and Visitors during celebrations and events such as Christmas parties and Summer Fetes are permitted to photograph their own child(ren) and use that image as they would like e.g. to share online if they choose to. If they take a photo which includes children other than their own child(ren) they must not upload or share that image at all, and they understand this image is for personal use only. Parents consent to this in the contractual agreement. Any parent wishing to opt out of this agreement must let the Nursery know and we will endeavour to keep that child out of group photos wherever possible.

The Nursery has permission to involve all children in photographs taken by the local press and around the Nursery for display purposes. The 2021 Welcome Pack seeks additional consent for using photographs on the website or social media and staff adhere closely to this consent. Any parent/carer not consenting will mean the child's image is distorted/cropped out/unidentifiable if they are present in any image online.