

Mobile Devices, Cameras and Internet Usage

Little Miracles Day Nursery recognises that in general all staff and parents have mobile phones. Staff, parents and visitors are not permitted to use mobile phones in any area of the nursery apart from the office and the staff room area.

Staff are to leave mobile phones in the locker area and there is never any reason why they should be in the children's rooms.

Any staff member found to have a personal phone on their person whilst caring for children will be disciplined under our disciplinary policy and procedures.

Procedures for Mobile Phones (see safeguarding policy for more information)

- Personal mobile phones, cannot be used when in the presence of children, on the premises (apart from office and staff room area) or when on outings
- All staff on arrival to sign their mobile phones in. All mobile phones will be kept in the office in a box locked away in the Manager's cabinet during working hours.
- If the staff have a personal emergency they are free to use the nursery's phone.
- During group outings nominated staff will have access to the setting's mobile phone, which is to be used for emergency purposes only. This is signed in and out on the mobile phone log to ensure that it is fully accounted for.
- If this policy is not adhered to, disciplinary procedures will be followed.
- The nursery accepts no responsibility for any mobile phones that are brought on to the premises unless they are signed in with the Manager and kept locked in the office.
- Smart watches are not permitted to be worn in the nursery premises.

Mobile Device and Camera Policy

- Members of staff have access to mobile tablet devices and nursery cameras. The tablets devices are password protected upon tablet wake up and the tablets must have an automatic lock out following a period of inactivity. Camera's and tablets are signed in and out at the beginning of each day and at the end of each day to ensure they are accounted for daily.
- Passwords must not be stored (must not be memorised by the tablet) and must be entered each time an application is accessed
- Tablets should not be left unattended and should be returned to the office at the end of the day and locked away by the Manager/Senior.
- Mobiles devices are to remain on the nursery premises at all times other than for organised nursery outings to record learning and development .
 - Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the nursery.
 - Photographs or recordings of children are only taken on equipment belonging to the nursery
 - Mobile device use is restricted and monitored by the Nursery Manager.
 - Mobile devices must not be taken into the toilet/changing areas.
 - Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's registration form)

Internet and Social Networking Sites (*please see the full social networking policy*)

- The Internet can be freely accessed, in the office and nursery room, for nursery matters (including finding resources, planning etc.) during working hours with the knowledge of the Manager/Senior.

- Whilst using the nursery internet facilities staff must not open any emails from names that aren't recognized in order to protect the nursery computer from potential viruses.
- Staff are informed to be careful about content that they search out or download on the Internet and this is monitored by the Manager/Directors.
- Staff are aware of their responsibilities to the nursery when using social networking sites such as Facebook. Our confidentiality policy must be adhered to at all times, even outside of working hours. It is important that staff maintain their status as a professional childcare worker. Therefore we recommend that staff do not foster relationships with parents/carers on social networking sites; however it is recognized that some staff may already have an online relationship in which case staff members must at all times be aware of what they are posting and must not post any information or photographs that they have acquired in the course of nursery business
- Staff must not access personal networking sites whilst using nursery equipment or post anything on to a social networking site that would offend any other staff members, parents or children using the nursery
- Staff must not post anything on to a social networking site that relates to any of the children who attend the nursery
- Staff must not post anything on to a social networking site that could impact on the reputation of the nursery
- We strongly recommend that all staff's profiles are locked down, so people who are not friends with them cannot see their private business

Smart Watches

- The wearing of any kind of smart watch in the classrooms or during working hours is not permitted as this will form a distraction from practitioners looking after and interacting with children. Therefore smart watches should be kept in the staff locker and only used on breaks.

All the undertakings above are subject to the paramount commitment of this nursery, which is to the safety and well being of the child. Please see also our policy on Safeguarding and Confidentiality.