**Staff Mobile Phone and Recording Device Policy \***

***(Inc Safeguarding and Welfare Requirement)***

***\*Including : all portable recording devices such as tablets, smartwatches, camera pens, goggles and camera watches.***

Our aim is to have a clear policy on the acceptable use of mobile phones and recording devices that is understood and adhered to by all parties concerned without exception. In order to achieve this aim, we operate the following:

**To safeguard both children and employees, Steps Ahead will not allow the use of**

**mobile phones specifically but not exhaustively under the following circumstances:**

* We permit employees and students (“employees”) to bring in personal mobile telephones and devices for their own use but on arrival at the nursery mobile phones must be turned off and stored in the staff lockers provided outside the staff room.
* a **no mobile phone or recording device** policy in the nursery and its units is operated during working hours. In no circumstances are personal mobile phones allowed in any of the children’s rooms.
* Employees who bring personal devices into nursery must ensure there is no inappropriate or illegal content on the device
* At no time can an employee use their mobile phone to take photos of any children in the nursery’s care or of other employees or parents. In the event that this should happen for any reason, the employee will be asked and expected to delete those images and the disciplinary policy will be invoked (see Photographic Policy)
* At no time should any employee upload any photos of any children /employees/ parents/guardians etc. on to any social media site (see Social Media Policy).
* Under no circumstances does the nursery permit an employee to contact a current child or parent/guardian using their personal device. This also refers to personal numbers and contact details to be given out.
* Mobile phones should not be used (either within or outside of the nursery) in any way including by text to bully or threaten other employees, children, parents or anyone else connected with the nursery is unacceptable. Cyber bullying will not be tolerated. If the use of technology should humiliate, embarrass or causes offence it is unacceptable regardless of whether ‘consent’ was given. In some cases it can constitute criminal behaviour.
* Concerns will be taken seriously, logged and investigated appropriately. The Duty Manager in Charge reserves the right to check the image contents of an employee’s mobile phone should there be any cause for concern over the appropriate use of it.
* No liability will be accepted by the nursery in the event of the loss, theft or damage of any mobile phone.
* Appropriate action including confiscation will be taken against any employee or student who are found to be using their mobile phones during work hours.

Failure to adhere to the contents of this policy will lead to the nursery’s disciplinary procedure being invoked (this can be found in the Employee Handbook)

**Steps Ahead will only allow the use of mobile phones under the following circumstances:**

* Employees are allowed access to their mobile phones during their lunch break or on any other break but this must be in the staff room or outside of the nursery’s grounds. After their break, employees must switch off their phone and return it to their locker.
* If employees have a personal emergency they may request to use the nursery’s landline telephone. They can also speak to the Manager to ask permission to make a personal call from their mobile in the designated staff area of the nursery. If any employee has a family emergency or similar, they are encouraged to give the nursery telephone number (01225 719110) for them to be contacted on.
* A mobile phone will be carried and used as necessary as a safety requirement while on any outings away from the nursery.
* A mobile phone may be used in case of an emergency i.e. if there is a fire/serious incidence at the nursery when the DMC may need to use a mobile phone to contact the fire brigade/ emergency services/ children’s parents, etc..
* Officers in charge are permitted to use mobile phones in the office and in other areas where there are no children.

Employees need to ensure that the Manager has up to date contact information and that they make their families, children’s schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual employee.

All parent helpers/students/volunteers will be requested to follow the same policy.

**Visitors, Parents, Carers, Contractors, Independent Instructors etc.**

**Please see the E-safety policy for more detail.**

Steps Ahead requests that all visitors, parents, carers, contractors, independent instructors etc. should not bring their telephones into the nursery. If they have a vehicle, they are requested to leave their mobile phones in it or, alternatively, to turn off their off their phones whilst on nursery premises or leave in the office.

They are not permitted to take photographs, film, videos, dvds etc. of any children at any time without the express permission of the Duty Manager in Charge – (see the Photographic Policy for further details)

**Please also refer to other relevant policies, including**

* Complaints Policy
* Social Networking Policy
* Photographic Policy
* Anti-Bullying Policy
* Computer, Internet and email usage policy (for employees)
* ICT Policy (Cameras, Computers & Photos)
* Safeguarding Children & Staff Policy