



# Wattisham Airfield Childcare Centre

## Mobile phones and devices

In the interest of safety, the supervision and safeguarding of the children must always be our main priority. Employees should therefore not be distracted from the care and supervision of the children at any time by the use of a mobile phone or similar device.

We have put the following procedures in place to follow safeguarding best practice.

All personal devices are prohibited from the playrooms. These may include mobile phones, apple watches, ipods and any other device that records sound or vision.

Personal devices are to be stored in the staff room lockers or in the office cupboard. Management may use their personal phones to use the internet if the inhouse internet is unavailable and to contact parents only.

The setting owns a mobile phone which is stored in the office. This is used to take on outings/visits to the surrounding areas so the nursery can contact staff and staff can contact nursery if needed.

The number is.....

If the nursery mobile is unavailable staff must only take the children out in the immediate surrounding areas to ensure they can be contactable in an emergency.

### Procedure's:

- Employees are not permitted to use their mobile phones and/or devices to make or receive calls or send/receive text messages during work hours. Staff are contactable via the settings land line number. 01449 728928
- Mobile phones may be used in the office or staff room during break times. Phones should be turned to silent whilst the owner is not present as constant ringing can be distracting and annoying to other employees using the staff room and/or office.

- Any use of recording equipment on personal mobile phones and devices is prohibited unless permission is given by all parents for occasions such as xmas plays, concerts etc.
- The setting recognises that some visitors may need to keep their mobile phones with them; they must not be left unsupervised with the children or allowed to use the phone in the children's play rooms or where children are present and in visibility.
- Parents are made aware that use of mobile phones and devices are prohibited beyond reception area and if they are found to be using their devices they will be asked to leave the premises until they have finished their call. Staff have the right to see the phone/device if suspicious of the content.
- Prior permission needs to be sort by management if a staff member needs to use their mobile phone on a specific occasion during working hours.
- Mobile phones and devices that are brought into the setting must not have any child related inappropriate or illegal content on it. The manager reserves the right to check content of the phone if there is cause for concern of the appropriate use. The Local Area Designated Officer will be contacted if inappropriate material is found.
- All members of staff are to be vigilant and report any concerns to the manager, if this is not appropriate concerns can be reported straight to the LADO.
- Wattisham Airfield Childcare Centre cannot accept responsibility for mobile phones if they lost or stolen.

#### **Legal framework:**

- Children Act, 1989, 2004, 2006
- Data Protection Act 1998
- Every Child Matters: Change for Children 2004
- EYFS Welfare Requirements – Organisation.

This policy was adopted at a meeting of \_\_\_\_\_ name of setting  
Held on \_\_\_\_\_ (date)  
Date to be reviewed \_\_\_\_\_ (date)  
Signed on behalf of the management \_\_\_\_\_  
committee \_\_\_\_\_  
Name of signatory \_\_\_\_\_  
Role of signatory (e.g. chair/owner) \_\_\_\_\_

**Review dates:**

**Date** \_\_\_\_\_ **signed** \_\_\_\_\_

**Date** \_\_\_\_\_ **signed** \_\_\_\_\_

**Date** \_\_\_\_\_ **signed** \_\_\_\_\_

**Date** \_\_\_\_\_ **signed** \_\_\_\_\_