

BI-NUR-018 NURSERY MOBILE PHONE POLICY

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23 February 2023	1.0	Active	Initial Version

Document approval			
Define the approval authorities for the document			
Document version	Document approved by	Position	Date
1.0	Nursery Management Committee		23 February 2023

Distribution			
Date of issue		Version	
23 February 2023		1.0	
This policy should be assigned to the following groups; Please tick one box for each group.			
Group Name	Mandatory	Group Name	Mandatory
All Users	<input type="checkbox"/>	Heads of Department	<input type="checkbox"/>
Trustees	<input type="checkbox"/>	BCE Staff	<input type="checkbox"/>
Researcher (Wet)	<input type="checkbox"/>	Nursery	<input checked="" type="checkbox"/>
Researcher (Dry)	<input type="checkbox"/>	Visitors	<input type="checkbox"/>
BSU Staff	<input type="checkbox"/>	Credit Card Users	<input type="checkbox"/>
BSU Users	<input type="checkbox"/>	Ionising Radiation Users	<input type="checkbox"/>
Notes:			

Associated policies, procedures and guidance
This policy should be read in conjunction with:

1. Mobile Phone Usage

- 1.1. We believe our staff should be completely attentive during their hours of working, to ensure all children in the nursery receive high quality care and education. Babraham Nursery places upmost importance and is fully committed to safeguarding every child within our care. Due to the multifaceted design and capability of mobile phones we feel that to minimise the risk to the children in our care and staff that we employ we must adopt a no mobile phone policy in all child-friendly areas within nursery. This is why mobile phones are not to be used during working hours.
- 1.2. Staff must ensure:
- Mobile phones are to be on silent/vibrate during your working hours
 - Mobile phones must not be used unless on a designated break and then this must be away from the children
 - Mobile phones must be stored safely in staff lockers or in designated areas around the nursery in bags safely out of reach and sight of the children at all times
 - Personal phone calls made or received during working hours must be directed through the office
 - When on outings staff take a mobile phone in case of emergency. When leaving the nursery, the Senior must alert the Manager/Deputy to which device they are taking. This device must not be used for any other purpose. Ideally staff should take the Nursery Mobile Phone, however we realise if the room go out at short notice this may not be fully charged. For more information please refer to the Outings policy.
 - Photographs of children or photos of the environment which encompass photos of children must never been taken on mobile phones on nursery premises.
 - Any smart watches devices that link to your phone must have their notifications switched off when working in nursery.
- 1.3. Babraham Nursery insists that all parents and external individuals who come on to nursery premises refrain from using mobile phones at all times. If a parent must make/answer a phone call they are asked to go outside or into the Manager's office or Staff room.
- 1.4. We recognise that during the year at Nursery events such as the BBQ, Sports Day, birthdays (special events) or Christmas events parents wish to take photos/recordings of their child using their own devices. We are happy for parents to do this. We ask that whilst we would prefer that they only take photos/recordings of their child, we recognise that at times other children may also be captured in the image or recording. We realise this will most likely be by using their phone. These images must not be posted on Social Networking sites.

- 1.5. Visitors and Contractor/workmen are requested to switch off their mobile phones whilst on the premises and offered the use of a locker to store their phone and valuables when visiting the nursery. Whilst the use of the locker is not mandatory, all visitors are made aware of our policy on entrance to nursery.
- 1.6. All parents are asked within our terms and conditions to abide by our nursery policies and procedures.

2. Further information

- 2.1. This policy was adopted in October 2012, and reviewed annually. It was separated from the Social Networking policy in January 2018.
- 2.2. Associated policies, procedures and guidance are listed on the cover sheet. The Policy Owner named on the cover sheet can be contacted with any queries.