

LITTLE SPONGES MONTESSORI

MOBILE TELEPHONES / CAMERA POLICY

This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets, and any recording devices including smartwatches. More and more devices are technically, capable of connecting us to the outside world. We will adapt the policy to include all devices we deem required to safeguard children.

Mobile phones and other devices that accept calls, messages and video calling

At Little Sponges Montessori we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the Nursery receive good quality care and education.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones, smartwatches and/or fitbits during working hours.

We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings.

This policy should be used in conjunction with our E-Safety Policy to ensure children are kept safe when using the Nursery devices online.

Staff must adhere to the following:

- Mobile phones/smartwatches/fitbits are either turned off or on silent and not accessed during your working hours
- If staff need to be contacted during the working hours, they should give the telephone number of Little Sponges where they can be contacted.
- Mobile phones/smartwatches/fitbits can only be used on a designated break and then this must be away from the children
- Mobile phones/smartwatches/fitbits should be stored safely in the Staff Locker Box at all times during the hours of your working day
- The use of Nursery devices, such as tablets, must only be used for Nursery purposes
- The Nursery devices will not have any social media or messaging apps on them
- Passwords / passcodes for Nursery devices must not be shared or written down
- During outings, staff will use mobile phones belonging to the Nursery wherever possible. Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only Nursery-owned devices will be used to take photographs
- Nursery devices will remain secure at the Nursery when not in use. If a device is needed to be taken home then the person taking this device home must ensure it is securely stored and not accessed by another other individual and returned to Nursery as soon as practically possible

Parents' and visitors' use of mobile phones and smartwatches

We recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day. However parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the Nursery or when collecting or dropping off their children.

If you are found to be using your phone inside the Nursery premises you will be asked to finish the call or take the call off the premises.

We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child.

Visitors will not be allowed to use mobile phones or smart watches.

Photographs

At Little Sponges Montessori we recognise that photographs play a part in the life of the nursery. We ensure that any photographs taken of children in our Nursery are only done with prior written permission from each child's parent and only share photos with parents.

We ask for individual permissions for photographs for a range of purposes including: use in the child's learning journey; for display purposes; for promotion materials including our nursery website and the local press.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles, tablets or smartwatches and may only use those provided by the Nursery.

Photographs on Nursery mobile devices will be transferred to the correct storage device to ensure no images are left on these mobile devices.