

## **Busy Bees Mobile Phone Policy**

### **The purpose and Importance of Mobile Phone Policy**

*Busy Bees recognises that staff may need to have access to mobile phones on site during the working day. However, there have been a number of queries raised within the local authority and nationally regarding the use of mobile phones and other devices in educational settings.*

*The concerns are mainly based around these issues:*

- Staff being distracted from their work with children*
- The use of mobile phones around children*
- The inappropriate use of mobile phones*

### **Ensuring the Safe and Appropriate Use of Mobile Phones**

*Busy Bees allows staff to bring in mobile phones for their own personal use. However, they must be kept in their lockers at all times and are not allowed to be used in the classrooms, toilets, changing rooms or in the play areas at any time. If staff fail to follow this guidance, disciplinary action will be taken in accordance to the Busy Bees staff contract. If staff need to make an emergency call, they must do so either in the main or managers office. Staff must ensure that there is no inappropriate or illegal content on the device.*

*Each classroom and mini bus has a mobile phone allocated to them for use such as:*

- Taking outside where there are only two members of staff ( where a child may need to use the toilet or assistance is required)*
- The Little Chicks class (which is not directly linked to the main building)*
- We need to contact the parent/carer of a child we are dropping off or collecting from a local Primary School or there is an emergency situation*

*Mobile phone technology may not be used to take photographs anywhere within the nursery grounds. There are digital cameras and tablets available within the nursery and only these should be used to record visual information within the consent criteria guidelines of the local authority and the nursery.*

*Members of staff may only contact a parent/carer on school approved mobile phones. When children undertake a school trip or journey, mobile phone use by adult leaders should be limited to contact with the school office or venues being visited, except in emergencies and then only by approved telephones.*

*Pupils should not use mobile phones within the school grounds and should not bring in mobile phones (or any other form of recording devise) to school, except in exceptional circumstances about which the school has been informed. In such circumstances, the child's phone must be kept in the school office until they go home. Mobile phones are not permitted on school trips or the school journey.*

### **Use of Mobile Phones for Volunteers and Visitors**

*Upon their initial visit volunteers and visitors are given information informing them they are not permitted to use mobile phones on the premises. If they wish to make or take an emergency call they may use either the main or the manager's office. Neither are volunteers or visitors permitted to take photographs or recordings of the children without the managers, deputy manager or nursery owner's permission.*

*This policy was adopted by the managers and staff and updated on 11<sup>th</sup> April 2017*

*Signed on behalf of Busy Bees Staff*

***“Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everyone within this setting to share this commitment”***

