

Mobile Phone/Electronic Devices Policy

What the policy covers

This policy sets out St Bernard's position on employees, Parents and Visitors use of 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. Fit Bits will be monitored depending on their capability, ones that receive calls and messages are not allowed but ones counting steps are.

Mobile phones/Smart Watches/Tablets

We believe our staff should be completely attentive and focused 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 the children we have a strict no mobile phone policy for staff during their working hours. Mobile phones are not to be used in any area of the setting accessed by the children. Mobile phones are to be stored in the nursery office and may only be used on a designated break and away from the children. A mobile phone is permitted by a senior staff member during outings and as a means of contact in certain circumstances. On occasion a staff member may be granted permission to use their personal phone for contact only, and the sanction of the policy re personal usage will still apply, no photographs will be taken or recorded on personal devices. The nursery devices will not have any apps downloaded for staffs use, including social media or messaging. The use of nursery devices must only be used for nursery purposes, any apps downloaded will be done by Management only, this will ensure age appropriate and safe apps will be accessible to staff or children using them. Passwords and pass codes for such devices must not be shared or written down. The nursery devices will remain on the premises and will be stored in the locked office during closing times.

Parents and visitors use of mobile phones/ Smart Watches

We recognise that there may be an emergency, or parents/visitors may feel it necessary to use their mobile phone for means of diaries, contact information or to share information with staff. However, to ensure the welfare and safety of the children in our care we kindly ask parents and visitors to refrain from using their mobile telephones and smart watches whilst inside the provision. Parents will be reminded of this policy in an event the use of a mobile phone is witnessed. A staff member will then ask for the parent/visitor to vacate the setting whilst they require using their device. Parents are not permitted to use any recording device or camera on the nursery premises without prior consent of the manager. During special events i.e., Christmas Parties or Graduation staff may produce group photographs to distribute to parents on request. Photographs will then be in line with parental choice. We ask that any photographs taken at these events are not posted on social media websites without permission from parents of all children included in the picture. Parents are requested not to allow their child to wear or bring devices that may take photographs or record videos or voices. This ensures all children are safeguarded as well as protecting their personal property.

Online Learning Journeys

At St Bernards we use tablets in the play zones to take videos and photographs for the children's personal electronic learning journeys. We ensure all evidence is used in accordance with this policy, and all devices are used for this purpose only and no other applications are installed such as social media. Management will monitor all devices to ensure the correct usage. If a member of staff is identified as misusing the device, disciplinary action will be taken. Alternatively, if we receive photographs or videos via the Family portal from parents and the data displays any material deemed as a safeguarding concern, we will then follow our Safeguarding Children's Policy.

Social networking and blogs

Social networking sites and blogs offer a useful means of keeping in touch with friends and colleagues, and exchanging views and thoughts on shared interests, both personal and work related. Nursery has a social media account and is for closed group only. All data is put on the page by management and prior consent is given from children or staff appearing in any photographs.

St Bernard's management does not object to staff using personal accounts on social networking sites or blogs on the Internet, providing this is accessed by the staff's own computer and not by means of the company's media and not during their working hours.

Management restricts any member of staff from inviting current or future clients to be their 'friend' on a social networking site. Equally if they are invited to become a 'friend' of a current or future client they must decline this invitation. If a parent is already on your friends list, you must also remove them until their child no longer attends the setting. Any other forms of personal contact without prior permission are prohibited.

Photographs of the nursery or children that attend our setting must not be downloaded to any social networking sites.

Staff must not link their own personal social networking accounts or blogs to the company's website. Any such links will require the company's prior consent.

Staff must not disclose company secrets, breach copyright, defame the company or its clients, suppliers, customers, or employees, or disclose personal data or information about any individual that could breach the Data Protection Act 1998 on their blog or on a social networking site. Posts or blogs should not be insulting or abusive to employees, suppliers, company contacts or clients.

References to St Bernard's

Staffs are encouraged to be conscious of their duty as an employee, to act in good faith and in the best interests of the company under UK law.

Management will not tolerate criticisms posted in messages in the public domain or on blogs about the company or any other person connected to the company.

They must not bring the company into disrepute through the content of social networking sites or blogs.

Any misuse of these sites and blogs as mentioned above may be regarded as a disciplinary offence and may result in dismissal without notice.

Staffs are aware that information contained in social networking sites may be used in evidence, if relevant, during any disciplinary proceedings.