

# Old Basing Village Nursery School



## Mobile Phone Policy

	Date	Date	Date
Revision History	01/09/2019		

### EYFS Requirements:

*From 3.4. "The safeguarding policy and procedures must...cover the use of mobile phones and cameras in the setting."*

### Policy Statement:

The setting's phones are a powerful and necessary tool to aid practitioners in recording children's learning journey. However, staff members' own mobile phones should not be used during the working day and are securely stored in an area that is not accessed by children.

### Procedures:

At OBVNS, setting mobile phones are used to carry out observations, assessments and pastoral records of children using the Family App. These can be used to take photographs of children where appropriate and, when connected to WIFI, can also be used to contact parents through the Family App but are not attached to a mobile network. They are protected with a pin number known only to staff. They are stored securely in a locked box at the end of the day.

Other phones attached to the business are a direct line into the setting for parents to use if they need to get a message to staff. OBVNS also has a business phone whose number appears on marketing etc. This is always in the possession of one of the directors or deputy manager and is again code protected. There are also tablets used in the setting that have Family on and may be used to take photos of children relevant and appropriate to their learning journey on Family. The Deputy Manager's and both director's laptops will be, at times in the setting. These are password protected and are not used to take photos of children.

Staff's personal mobile phones are stored in cupboard in an area inaccessible to children and staff should not have their personal phones on their person at any time during the day. The only time a staff member will use their own phone with children present would be in exceptional instances such as making an outward call to the emergency services or a child's parent when no other form of communication is available. During an agreed and appropriate break time, staff may check their phones but this must be in the specified area away from children.

If a member of staff has a concern that a colleague is misusing their personal phone or any devices from the setting they will contact the named DSLs in the setting (Andy Grayson and Victoria Grayson) or the Deputy manager. A staff member caught misusing their mobile phone will be subject to internal disciplinary procedure and the LADO will be consulted in instances where children from the setting may be affected.