Rowley View Nursery

Electronic Devices and Mobile Phones Policy

At Rowley View Nursery we take the safeguarding of children as paramount importance. To this end we have a strict **NO MOBILE PHONE USE** policy. This includes cameras, ipods, tablets and any other electronic device that can capture, store and share images including smart watches.

This means that no person, staff, visitor or parent may use their personal phone/electronic device to capture and share information, images and data in the nursery in the children's designated areas at anytime. (A smart watch can be used to check the time only and not to send or receive messages).

We understand that some calls are important to a person's role and so we allow the use of mobile phones in the staffroom only. All visitors are reminded of this when they enter the building. Staff are aware of the policy and remind all visitors.

Staff and students must lock their phones/electronic devices into a locker provided for them in the staffroom. Staff are allowed to wear smart watches as long as they are not capable of sending or receiving messages, calls or photos whilst working with children. **Smart watches with their own sim card (cellular connectivity) will need to be locked in a locker and on silent mode.**

On days where parents are invited into the nursery or attending a nursery event, they are also provided with a locker or a secure box that they must lock or place their phone/electronic devices into. Staff will ensure they do this. Contractors to the site or visitors from our supporting agencies will be given a locker if they are going to be working in the nursery. If they are attending a meeting in the staffroom then they may keep their

phone/electronic device with them and they will be supervised as they walk through the building.

Contractors who have phones with them to carry out their work duties in the nursery are reminded that they must not use them in the presence of children unsupervised by a member of staff.

The Head and the Deputy have their phones on their desk in the office to assist with their duties. These phones must remain on the desk and not taken into the children's areas.

The Head and Deputy take their phones with them when off site so they can be contacted immediately should the need arise.

No phones or electronic devices are to be taken into the toilet areas at anytime. They must be left safely outside the area.

Staff use school-provided ipods, ipads and digital cameras to record children's learning. These are school devices which must not be used for personal use. Staff do not need to take these devices home with them. Staff must not use their own personal devices for school purposes unless authorised by the head teacher.

New staff, Volunteers and Students must be made aware of the school policy and sign an agreement form during their induction process.

Signs are displayed around the school reminding all persons of our policy.

All staff sign the Acceptable Use Policy (AUP) Agreement Form.

Students also sign electronic devices agreement.

Signature of Chair of Governors _____

Date agreed by Governors _____

Date Review Due _____

March 2025

March 2025