Mobile Phones, Smart Watches, and Social Networking

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. However, we also appreciate that each staff member has a life outside of work, and due to this we do not ask that staff turn their phones off unless they wish to do so.

Staff must keep their phones in a designated phone box located in the filing cabinet in the staff room, which is closed and monitored to ensure safety, but allows staff to hear if someone is trying to get in contact with them, or to take emergency phone calls where management have approved this.

This does not allow staff to periodically check their phones for the sake of it when in the staff room/kitchen, and any staff member found to be repeatedly breaching this will be asked to leave their phone turned off.

Staff must adhere to the following:

- Mobile phones are not to be on your person during your working hours
- Mobile phones can only be used for non-emergency use on a designated break and then this must be away from the children
- Mobile phones should be stored safely in the box provided at all times during the hours of your working day
- During outings, staff will use mobile phones belonging to the nursery
- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the nursery's reputation
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery.
- If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times.
- Staff must ensure there is no illegal or accessible inappropriate content on their personal devices if they are bringing them on site.
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Parents and visitors

- The nursery operates its own mobile usage policy in relation to staff and visitors to the premises. Whilst 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, parents and visitors are also kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children.

Smart Watches

With the development of technology in smart watches they are now also classed as a safeguarding risk, and therefore may only be worn when with Bluetooth disconnected so that they are not linked to your phones. Management reserve the right to ask to check this at any point. This is to reduce safeguarding risks, and also ensure staff are not distracted by notifications etc throughout the day. Allowing staff to still wear smart watches means they are still able to monitor steps/ heart rate etc for the health benefits, but this is subject to regular reviews, and any staff member found to be breaching these boundaries will lose privileges for themselves, and potentially everyone.

This policy was adopted in	Signed on behalf of the nursery	Date for review
September 2026	*Elizabeth Ross-Whittall*	*September 2027*