

University of Warwick Nursery

Policy for the use of mobile phones

We understand that mobile phones play an ever increasing part in everyday living. However, the misuse of mobile phones in the nursery environment is a concern for parents and practitioners therefore this policy sets out the mandatory requirements for the use and storage of mobile phones by members of staff and parents.

It is not acceptable that mobile phones should be used to take and transfer any photographs of the children under any circumstances, nor is it acceptable that staff should be using mobile phones to make or receive phone calls while working directly with the children.

We are therefore imposing the following mandatory expectations on all members of **staff, students, agency staff and volunteers;**

- Mobile phones are not to be taken into nursery playrooms for any reason;
- Staff who need to make or receive emergency phone calls during their working hours (excluding lunch breaks) must do so through the nursery office;
- All mobile phones must be kept in staff lockers in the staff room;
- Mobile phones must not be used to take photographs of the children under any circumstances.

Students

- Must place their mobile phone in the locker provided.
- Must not take their phone into a playroom.
- Must not use their mobile phone to take photographs of the child or themselves while in the nursery.

Failure to comply with this policy will result in their work experience assignment being cancelled with immediate effect.

Parents are asked:

- Not to use their mobile phones to make or receive phone calls while on nursery premises;
- Not to use their mobile phones to take photographs of children, including their own child while on nursery premises.

Any member of staff, student, agency staff or volunteer in breach of this policy will be subject of a disciplinary action.

Use of mobile phones when on outings or attending the forest school.

- The nursery provides a mobile phone for staff to use when taking children on an outing or to the forest school.
- This phone is preprogrammed with the nursery office number and the emergency call number which connects directly to the university security team.
- The nursery mobile phone should only be used for the purpose of contacting the nursery office or the security and for no other purpose.
- The camera on the mobile phone or a nursery iPad may be used to gather evidence of the outing. These photographs must be transferred to a memory device at the earliest opportunity and then deleted from the phone memory.

Any member of staff violating these conditions will be disciplined under the gross misconduct clause of their contract.

Any member of staff witnessing another member of staff violating this policy must report the violation to the nursery manager in accordance with our safeguarding and professional abuse policies.

The implementation of this policy is made in conjunction with our Professional Abuse policy, Safeguarding Children policy and E safety Policy.