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**Mobile Phone Usage and e-Policy**

**Mobile Phone Usage**

At Heart Preschool we operate a strict no mobile phone policy in the presence of children

whilst they are being looked after on the premises.

All staff, volunteer or students are allocated a personal locker with a key and must ensure their mobile telephones are locked away and may not be used in the rooms that children are being cared in. This includes the nappy changing areas and toilets.

In the case of personal emergencies, with management consent, mobile phones may be used within the confines of the staff room.

Staff, volunteers and students have emergency use of the landline telephone in the staffroom.

This number can be given out in the case of important phone calls or messages need to be passed on: 0115 7468313. If the Preschool is unavailable please phone on 07954826368.

The landline phone must not be used to make or receive non-emergency personal calls. The landlines are used in the event of an emergency within the Preschool. At no point during the working day may any mobile phone be present or on anyone’s person at all. Failure to adhere to this policy will result in disciplinary action.

Staff are aware to be vigilant of others and are expected to report any personal mobile phone use by staff or parents in areas where there are children being cared for.

Whilst on day trips and outings away from the Preschool, a letter including the mobile numbers of all senior staff and group leaders will be given out beforehand.

Parents and carers or other people collecting the children should keep mobile phones out of sight, and they should not be used during pick up or collection times. We reserve the right to ask any parent or carer who is on their mobile phone to leave the building until they have finished their call and put their phone away. This is due to safeguarding the children against unauthorised photos and

videos, but also to aid effective communication between the member of staff and the parent or carer, regarding feedback of the day, important reminders etc.

Management mobiles may be used within the confines of the staff room, office, hallway and kitchen and never in the rooms in which children are being cared for or in the presence of children.

Children are **not** to bring in mobile phones to Preschool.

**Smart watches**

Where the ongoing technological advances with smart watches, Smart watches are not to be worn in the room in the presence of children. Staff understand they may not use their watch to receive calls or check messages as this creates a distraction with the potential to be dangerous. Staff are also vigilant of others checking their watches and are expected to report any personal use of smart watches during the day to management.

Staff are also aware that they must not use their smart watches to take photos or voice recordings on their phone using the watch to operate this and are aware that the rules of GDPR prevent voice recording or photographs being taken without the person’s express consent. Preschool Managers reserves the right to request the member of staff to remove their smart watch if worn and advises staff to avoid wearing a smart watch at work as there is a chance of it being lost or damaged.

**iPads**

The Preschool uses iPads within the rooms where the children are cared for to observe, photograph and record observations. Staff are aware of the importance to limit this time to allow for the safe supervision of the children and to be positive role models in limiting screen time, and to allow meaningful conversation. iPads are limited to restrict websites that do not need to be accessed during the working day, for example online shopping websites, and the iPads are password protected to restrict the children opening one up and accessing the internet.

The iPads are also locked away during the beginning and end of the day to allow for positive communication between staff and parents. Management regularly monitor the online activity and the quality of observations via the Famly website and can remotely restrict access if necessary. The Preschool management also monitor the photos and videos taken and the staff are vigilant in reporting any inappropriate use of the iPads to management.

The Staff also understand that there must not be use of iPads within the area of the children using the toilet or changing. iPads are not used as a screen for children to watch, for example a film or TV show, but may be used in small clips to show children for example types of minibeasts. Wherever possible the Preschool also incorporate this information in books and real opportunities to explore, e.g. bug hunts, but the Preschool understands the benefits of such technology to enhancing the learning of the children.

(Updated on 7/6/21)