



Mobile Phone Policy (including Smartwatches and other devices which receive telephone calls and take photos)

Policy statement

At Countryside Nurseries we promote the safety and welfare of all children in our care. 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. To ensure the safety and well-being of children we do not allow staff to use personal mobile phones, smartwatches and other devices capable of receiving calls during working hours. We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings.

Staff must adhere to the following:

- Mobile phones/smartwatches etc. are either turned off or on silent, with notifications disabled and not accessed during your working hours.
- Mobile phones/smartwatches etc can only be used on a designated break and then this must be away from the children.
- Mobile phones/smartwatches that are not switched off should be always stored safely in the Managers Office during the hours of your working day and be signed in and out at the beginning and end of the day and when being removed during staff breaks.
- During outings, staff will use mobile phones belonging to the nursery wherever possible. Photographs must not be taken of the children on any phones or any other personal information storage device. At no point should staff be using their own phones/smart watches or other devices on nursery outings or to take photos of the children.
- 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' use of mobile phones, smartwatches and other devices.

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobile telephones/smart watches whilst in the nursery or when collecting or dropping off their children.

We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

This policy was adopted on	Signed on behalf of the nursery
05/02/2025	KellieATye (Area Manager)

