Safeguarding children

1.15 Use of Mobile Phones, digital devices, Social Networks and e-Safety

Policy statement ~ Digital devices include, but are not limited to, any device with camera, video or audio recording capabilities.
Our setting believes the safety of all children in our care is paramount. We also wish to ensure that members of staff and visiting parents/carers are protected from allegations of misuse of media.
In order to ensure all children in the nursery receive good quality care and education, mobile phones with or without a camera and/or video function are prohibited from within the Nursery. The exception to this rule is the use of the nursery mobile when on outings away from the nursery building. An additional mobile phone may be required in circumstances such as split a group outing. Staff in a split group will be made aware of whom is carrying the additional phone. Imaging and image sharing capabilities of smart watches must be disabled whilst in the setting.

Procedures

St. Michael's Community Nursery believe our staff should be completely attentive during their hours of working, hence mobile phones and digital devices are not to be used during working hours. We have a landline telephone number that may be used in emergencies. In exceptional circumstances permission to leave the premises in order to use a mobile phone/digital device, may be granted by the nursery manager. Parents and Guests attending nursery functions should be aware that we may not have permission from all parents for photographs/video of their children to be shared.

Social networking

As we are a community nursery and staff may reside within the community, it would be impractical to insist that staff are not 'friends' with past, current or future parents,

although we do strongly advise staff not to be friends with current parents. The nursery has a high reputation to upkeep and comments made on social media sites such as 'Facebook' or Instagram could have an impact on how parents using the nursery view the staff. Staff are requested to maintain professionality and consider the impact of posts made on such social networking sites.

Staff and volunteers

- Mobile phones and digital devices including smart watch imaging and shareable functions are not to be used during your working hours.
- Mobile phones should be stored safely in bags in office at all times during the hours of your working day or not brought into the nursery at all.
- Any member of staff that is caught with their phone, image taking/sharing smart watch functions or digital device switched on, on their person or in use will be subject to disciplinary action.
- Staff should give nursery phone number for use in the event of an emergency. 01372361021
- There are NO circumstances under which any member of staff may use their mobile phones or image taking/sharing device to take photographs within the setting and any such event will result in disciplinary action which could lead to dismissal.
- Under NO circumstances are staff allowed access to social networking sites via their mobile phones, digital devices on the premises (although they may whilst in the office or non-contact space during non-contact time)
- Staff must not post anything onto social networking sites such as 'Facebook' or Instagram that could be construed to have any impact on the nursery reputation.
- Staff are strongly advised to not be 'friends' with current parents on social media sites.
- Staff must not post anything onto social networking sites that could offend any other member of staff or parent using the nursery.
- If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal

Parents

- We acknowledge that mobile phones, smart watches and digital devices are part of daily life, however we will not allow use of them within the setting; this is to ensure the children's safety at all times, and to ensure that parents are attentive to their children at drop off and collection times.
- Parents will be reminded by staff to not use such devices within the setting, there is also an advisory sign at the entrance to the setting.

E-Safety

We recognise that technology has developed and continues to evolve. Staff members use the setting computers and I pads for a legitimate work purpose on a daily basis. We are aware that there will always be a risk when using any form of communication which lies within the public domain. We have developed safety procedures to minimise such risk.

- When co-engaged alongside a supporting adult, Children may have access to computers and i-pads The ICT resources used for children to engage with are age appropriate educational programmes and learning tools which have been purchased from an educational I.C.T. company such as Yellow Door. On occasion staff may access the internet for a learning opportunity / theme / topic. Staff must view the site before children are able to view or engage with the learning. (*see safeguarding Children 1.7*)
- Staff are aware that IT equipment belonging to the setting must not be used to access inappropriate material, whilst in the setting or off site. Personal equipment containing inappropriate material should not be brought into the setting. Senior management will conduct spot checks on nursery IT equipment to ensure that it is being used appropriately. If equipment is taken home by staff members in order to update 'Tapestry' it will be recorded and checked upon return. Staff members who delete history may face disciplinary action/dismissal.
- All computers are locked when left unattended and password protected at the end of each session

- All computers are protected against viruses by antivirus software. Email is set with a two factor security function.
- When transferring data to multi agencies, the setting uses egress (encrypted email).
- Parental permission is sought for image sharing. Permissible images may be shared electronically with authorised receivers such as The Parish Magazine.
- The setting is registered with the ICO.
- If staff suspect misuse of IT, they have a duty to report to the nursery manager or the chair of the committee. The manager and the chair will discuss appropriate action using safeguarding and confidentiality policies as a guide. This may result in disciplinary action or dismissal.
- Criminal online content is reported to the Internet watch Foundation at www.iwf.org.uk or to CEOP at www.ceop.police.uk/report-abuse . Reports are confidential and can be submitted anonymously.

Policy updated 12/08/2026

.