

Mobile Phone Use Policy

At *Little Cygnets Childcare Ltd* we recognise our responsibility to the protection of each child within our setting. As a result, we kindly ask parents, staff and visitors to refrain from using mobile phones, cameras and other electronic devices with imaging and sharing capabilities whilst within our setting.

- Personal phones may be used in emergencies on outings with another member of staff present.
- The Room Leader / Deputy carries a mobile phone for emergency use.
- All staff must place their mobile phones in the allocated box located in the porch area with a locker.
- It is recommended that staff set a password to limit anyone accessing their phone.
- Smartwatches with imaging or sharing capabilities must not be worn whilst on duty.

Storage & Access

- All staff must access the secure locker through a senior member of staff, who is responsible for phones in the allocated cupboard.
- Staff are permitted to use their own phone during authorised breaks only.
- Access needs to be requested from a senior member of staff.
- Phones must remain on silent whilst at work.
- Staff must not use phones at the end of their shift until they have left the setting.

Photography & Social Media

- At no time are staff allowed to use their camera on any personal device.



- Only Little Cygnets cameras or iPads may be used for photos.
- Photos are either printed or shared on Little Cygnets' private Google Photos account and then deleted:
 - By keyworkers on their own account at least every two weeks.
 - By management from the group private Google Photos account at least every month.
- Photos that are shared through social media/Family are only done so by the Manager or Deputy.
- Written or digital parental consent is always obtained before sharing.
- Extreme caution is taken to check appropriateness before uploading.

Using Own Devices

- Staff must never use their own mobile phones, cameras, tablets, smartwatches, or other electronic devices to capture, store, or share images of children.
- Personal devices must not be used to access any work-related applications, files, or records (including Family).
- Any work-related communication, including parent messaging, must only be carried out using Little Cygnets' devices.
- In an emergency where a staff member needs to be contacted, the nursery landline or work mobile must be used.
- Any breach of this policy will be treated as gross misconduct and may result in disciplinary action or dismissal.



Visitors & Parents

- Should you notice any parent or visitor using their mobile phone within the setting, politely challenge them or report this to a staff member, who will deal with the situation immediately.

Management Mobile Use

- The two Managing Directors carry mobile phones at all times.
- These are never answered when doing so would affect the care of the children being looked after.

If you have any concerns regarding this policy, please discuss them with management.