

## **Mobile Phone & Smart Watches**

**Aim** To ensure that all adults who work at Eversley Nursery School are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motives and intentions. To protect the privacy of all children who attend our nursery.

**Procedure** All personal mobile phones must either be switched off or put on silent and kept in staff room in staff bags during work time. At no time is a mobile phone to be taken into any area in which staff are working with children either indoors or outdoors.

Under no circumstances should a member of staff go to the staff room / secure place to receive a call or text message when on duty. **If any staff member is required to make or receive an emergency phone call this can be done on the nursery phone.**

Please see the Nursery Manager / Deputy in regards to this.

During staff breaks staff may use their mobile phones for personal use in the staff room or outside the nursery, under no circumstances can mobile phones be used in any area where children, parents or professionals are present.

During working hours' office phones may be used if there is an identified personal emergency with permission of the Manager / Deputy. Emergency contact for a staff member can be made to the office phone and any messages will be relayed immediately to the staff.

All staff, students, volunteers and agency staff will be made aware of this on induction to the nursery.

A designated member of staff will be responsible for mobile phone usage when the nursery staff undertake an outing with the children.

Parents and visitors will be asked to adhere to the nursery mobile phone policy for the safety of the children. Anyone visiting the nursery must not have their phone on show at any time.

### **Smart Watches**

If any member of staff has a smart watch / fitness watch they are allowed to be worn but must always be on silent and staff must not receive messages or calls through their smart watch whilst on duty. Any watch that has a camera facility must be left in the staff room.

Disciplinary action could result if this policy is disregarded by staff in any way or if the mobile phone / smartwatch policy is not followed or if Eversley Nursery School is brought into disrepute.

**This policy was revised & updated on the 15<sup>th</sup> August 2022  
Eversley Nursery School**