



Mobile Phone and Internet Policy



1	Summary	Mobile Phone and Internet Policy			
2	Responsible person	Margaret Dennis			
3	Accountable SLT member	Caroline Knight			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Caroline Knight, Margaret Dennis and Governors			
6	Who has been consulted and recommended policy for approval	Senior Leaders			
7	Approved by and date	September 2024			
8	Version number	4			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website <input type="checkbox"/> Y <input checked="" type="checkbox"/> N Academy website <input checked="" type="checkbox"/> Y <input type="checkbox"/> N SharePoint <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
10	Related documents (if applicable)				
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	September 2024			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			



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1. Introduction

- 1.1. This policy sets out how staff and visitors can use mobile phones and the internet within the nursery.

2. Aim of the policy

- 2.1. The aim of the policy is to ensure that children are safe from any adult taking unnecessary photos/videos of the children in the nursery and that safeguarding procedures are followed.

3. Implementation of the policy

- 3.1. Staff mobile phones can be left in their bags in the locked store cupboard or in the kitchen in a locked drawer during working hours.
- 3.2. Any practitioner that is caught with their phone on in the playroom with children around, unless there are exceptional circumstances agreed by the manager or SMT, will be subject to disciplinary action.
- 3.3. Practitioners may use their phones during their lunch breaks.
- 3.4. Notices will be displayed to inform parents that mobile phones must be switched off when entering the setting or stored in the kitchen area.
- 3.5. The management team may use their mobile phones for business purposes only.
- 3.6. There are no circumstances under which any practitioner may use their mobile phones to take photographs within the setting and any such event will result in disciplinary action which could lead to dismissal.
- 3.7. Practitioners may use the pre-nursery laptops/iPads to access the internet for reasons relating to the pre-nursery, to find materials and to access reports and government legislation.
- 3.8. Practitioners may not access personal emails without permission from the management during working hours and under no circumstances are they allowed access to social networking sites either via the computer or their mobile phones during working hours.
- 3.9. Any practitioner found to be accessing social networking sites or other websites not relating to work will be subject to disciplinary action.
- 3.10. Notifications are sent to the DDSL concerning misuse of the internet and the practitioner will be contacted regarding the websites they have tried to access.

