The Meadows

Cheeky Chimps Childcare

**Electronic devices policy**

**(Which includes, Telephones, Mobiles, Laptop, Ipads, electronic watches)**

Photographs and videos are an important tool for recording children's activities and achievements in the nursery. With Parents/Carers permission Videos and Photographs will be uploaded onto their Child's account on the Famly APP.

Photos and videos may be used for the promotion of the nursery on the news feed of the family app, on social media such as Instagram, Facebook and the nursery website. Parents/Carers will be asked on their child's contract before starting at the Nursery if they give permission for their child's photograph to be used on social media and on the Nursery website, Parents/Carers have the right to decline if they wish to do so.

Devices include but are not limited to: Phones, cameras, tablets, PC's, recording devices, smart watches, or any device that can take pictures, videos, or record sounds.

**Visitors**

During opening hours of the Nursery, mobile phones and electronic devices can only be used within designated areas when children are not present and with the permission of the Manager on site. The only devices exempt are the nursery devices, and these should not be used in and around the toilets, nappy changing areas, or areas where children and staff are changing clothes. Including The Nursey phones & tablets, School run mobile & Owners mobile phones used for business. Only approved cameras/electronic devices can be used in the nursery and must only be used in areas approved by the manager. No photos should be taken in changing areas/toilet facilities or of children's injuries or while children are sleeping. Please ensure visitors keep all devices stored away and only use them with permission by the manager on site.

**Staff**

On arrival to the nursery staff must place personal devices into the designated Devices storage box in the office either switched off or on airplane mode. It is the responsibility of the staff member to ensure their devices are protected I,e use a case to avoid damage to their device. Staff members must also sign in their device on the device signing in and out sheet and state what device they are signing in or out. Devices include ipad, laptop, mobile phone, I watch, or any other electronic device.

Staff may use their electronic devices with the permission of the management team to carry out course work or to complete nursery work, however these devices MUST be only used in the staff room, office or kitchen area where children are not present.

The management team can have their phones in the office, staff room or in the kitchen area but not to be used in toilet/nappy areas or used front house or garden at any one time. The exception to the rule owner Gemma Farrar may have her personnel phone to be used only to take pictures for observations and marketing only! Gemma Farrar will not use her mobile phone in toilet/nappy areas, and it will only be used when other members of staff are present.

Management team with the permission of the manager Gemma Farrar can have their laptop front house to carry out observations and peer on peers. All devices should be signed in and out each time they are taken out and returned. The management team and senior team will check the phones/devices have been signed into the lock box/devices box. The box will be locked by 9:30 am and reopened at 12 for lunch breaks and locked again at 2.30pm. In the event a device is missing the manager/senior member of staff will ask where the device is and return the device to the lockbox/device box. Any staff member breaking this procedure and found to have their electronic device on them will be subjected to disciplinary procedures.

Managers will check again that all phones/devices have been signed into the lock box/devices box, devices include but are not limited to: Phones, cameras, tablets, PC's, recording devices, smart watches, or any device that can take pictures, videos, or record sounds.

The setting's devices are for business use only. Whilst we appreciate that you may wish to make or receive occasional personal calls, these must be kept to an absolute minimum. If the calls are excessive in quantity or length then we will charge you for the cost of the calls, by deducting the appropriate cost from your wages or salary. You may also be subject to disciplinary action.

The setting's devices, email and internet facility are to be used for Setting business only. No personal use is allowed.

If you are issued with a Setting device, you must also take great care to maintain and keep safe from misuse or damage. If the device is lost, stolen or damaged because of your negligence or malicious action then we will deduct the cost from any monies owing to you by the setting and may also invoke the disciplinary process. Everyone must ensure that the devices provided are kept charged and clean.

Staff failing to comply with this policy will face disciplinary action. All safeguarding breaches will be deemed gross misconduct.

Gemma Farrar 23.10.2026
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