**Policy & Procedures concerning the use of Mobile Phones & Smart Watches**

In order to safeguard both the children and staff at Rainbow’s End Montessori School, all staff, parents and visitors to the setting are required to adhere to the following policy & procedures concerning the use of mobile phones, smart watches and devices capable of imaging & sharing. (See also **Policy regarding the Use of Cameras, Recording Devices, and Devices with Imaging & Sharing Capability**)

**Mobile Phones & Smart Watches belonging to staff**

* Mobile phones must not be used in any room or outside area where children are present at any time during the nursery day
* Mobile phones may only be used whilst on a designated break. This must be in the staff room or office.
* Mobile phones must be stored in staff lockers or in the office at all times during the nursery day.
* Staff are welcome to give out the phone number of the setting as a means of being contacted in an emergency during the working day
* No device capable of taking photographs or making recordings, imaging or sharing (eg tablet, games console, smart watch etc), other than those belonging to Rainbow’s End Montessori School, may be used in any room or outside area where children are present at any time during the nursery day.
* Staff are not permitted to wear/use smart watches on the nursery premises.

**Use of Mobile Phones & Smart Watches by Parents and/or Visitors to the setting**

* In order to safeguard the children at Rainbow’s End Montessori School, parents & visitors to the setting must not use mobile phones or any other device capable of taking photographs or making recordings, imaging or sharing in any room or outside area where children are present.
* It is explained to parents & visitors that they must not use their phone or smart watch whilst on nursery premises.
* Visitors who will be directly accompanied by a staff member at all times throughout their visit (eg prospective parents viewing the setting) may wear their smart watch and keep their phone with them in a pocket or bag
* If a visitor takes out their phone or uses their smart watch in an area where children are present, they will be immediately challenged by staff and reminded of the policy
* If a parent or visitor needs to use a mobile phone or smart watch whilst at the setting they will be:
  + invited to do so either in the cloakroom or office
  + instructed to leave the nursery premises to use their device.
* Visitors who will not be directly accompanied at all times by a staff member (eg professionals visiting to work with or observe children, or parents attending parent/child activities) must remove their smart watches and must leave their phones and/or smart watches in the cloakroom or the office.