

Mobile Phone/Camera Policy



To ensure the safety and welfare of children in our care we operate a personal mobile phone usage policy which stipulates that personal mobile phones cannot be kept on a person or used when in the presence of children, on the premises or when on outings. This includes the mobile phones of staff, visitors and parents who wish to stay for significant periods of time within the setting.

To ensure this we will make sure that:

- All Staff, Visitors and Parents who are staying in the setting all mobile phones will be kept in a secure place throughout contact time with children and be returned to the owner when they are leaving the building this will be given to them by a member of staff.
- Mobile phone calls may only be taken by staff on breaks or in staff members' own time in outside the building.
- If you have a personal emergency, family or other significant persons may call you on the setting's phone. It is the responsibility of staff members to make their families aware of emergency work telephone numbers.
- During group outings nominated staff will have access to the setting's mobile phone, which is to be used for emergency purposes only. Families contact details will not be stored on this phone. If possible a phone without a camera or video function will be used. If this policy has been agreed and signed, and not adhered to, disciplinary procedures will be followed (refer to disciplinary policy).
- Only preschool Camera will be used in the building to take photos of children for their Family Books once these are printed they are deleted from the camera.