

NURSERY MOBILE PHONE AND CAMERA POLICY

In line with Statutory Framework for the Early Years Foundation Stage the use of mobile phones and cameras on the nursery premises is prohibited. Therefore we request that parents and visitors turn off their mobile phones whilst they are in the nursery building or the garden areas. This is during the nursery operating hours of 7.00am-6.00pm, whilst staff are responsible for the children.

As well as having a landline phone on the premises, each nursery also has a mobile telephone. This mobile phone is a standard handset with no camera and is used as follows:

- To be taken with staff during an outing
- To contact parents if we are unable to leave a voicemail message
- As another form of communication if parents/ staff are unable to contact the nursery

On outings staff must have a nursery mobile phone not a personal phone.

Any visitor viewing the nursery or new parent completing paperwork for their child must leave their mobile phone in the nursery office. The phones will be stored securely in the office until the person leaves the nursery premises.

If a new parent has not recorded emergency contact details prior to their child's first settling in session, they will need to go to the office to locate the required numbers on their mobile phone as they cannot have the phone switched on in any other area of the nursery.

When special events such as the nursery graduation or Christmas play take place, additional written permission will be sought from all parents for their child to be photographed or filmed by someone other than nursery staff (e.g. parents, relatives). In order for photographs to be taken or filming to take place in these circumstances, all parents must give their written consent.

STAFF

Whilst on the nursery premises all staff must ensure that mobile phones are switched off or secured in their locker. All mobile phones must be stored in the staff room or the office. If for any reason you are unable to do this please speak to the Nursery Manager/Deputy who will make sure that your phone is

made secure in the office. Mobile phones MUST NOT be taken into any room except the staff room or office.

Any member of staff wishing to use their mobile phone during their break may do so within the staff room or office, use of mobile phones is not permitted anywhere else within the nursery. If you are using your mobile phone in the staff room please be considerate towards others when making calls.

Should a member of staff need to use their mobile phone in an emergency, outside of their break time they are required to agree this with the Nursery Manager/Deputy before doing so and will be expected to follow the above with regards to where the phone is used.

Please note that any breach of this policy may result in disciplinary action being taken against a member of staff in accordance with the Trust's 'Disciplinary Policy, Procedures and Guidelines' under section 2.5 'Breach of Conduct'.

Please note that for new members of staff the above policy will be covered during the induction period within the nursery