

D R A F T – over to you Holly

PS I have asked Hannah for a copy of the new staff induction to be sent by email

## **Mobile Phone and Camera Policy**

To ensure the safety and welfare of children in our care we operate a personal mobile phone and camera usage policy which stipulates that personal mobile phones and cameras cannot be used when in the presence of children or when on outings with the exception of the mobile phones used by the directors of the nursery.

All mobile phones and personal cameras must be kept in staff lockers throughout contact time with children.

Mobile phone calls may only be taken at staff breaks or in staff members' own time and in areas which are not used by children.

In the case of a personal emergency staff will be able to use the nursery's telephone or make a personal call from their mobile phone only in the designated staff area.

Staff will need to ensure that the nursery manager has up to date emergency contact information and that their families are aware of the nursery's telephone number in the event of needing to contact them in an emergency. This is the responsibility of the individual staff member.

During group outings a nominated member of staff will have access to the setting's mobile phone, which is to be used for emergency purposes only.

If this policy has been agreed and signed, and not adhered to, disciplinary procedures will be followed (refer to disciplinary policy).