

# Mobile Phone Policy



## **Use of personal mobile phones and cameras by staff and volunteers**

Grass Roots Private Day Nursery recognises that staff, students and volunteers may wish to have their personal mobile phones at work for use in case of emergency.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore nursery management has implemented the following policy:

Personal mobile phones should be stored in the office and only used in the staff room or outside the building (away from the children). They should only be used whilst staff are on breaks or outside of working hours.

Staff, students or volunteers who ignore this policy and use a mobile on nursery premises outside of these restrictions may face disciplinary action.

The nursery's main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.

In circumstances such as outings and off site visits, staff will agree with their manager the appropriate use of mobile phones in the event of an emergency.

Where there is a suspicion that the material on an electronic device may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the 'Safeguarding and Child Protection Policy').

Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any damage or losses.

## **Use of personal mobile phones and cameras by parents/carers and visitors**

Grass Roots Private Day Nursery recognises that visitors may wish to have their personal mobile phones with them for use in case of emergency.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore nursery has implemented the following policy:

Mobile phones and cameras should only be used away from the children, off site or in our staff room.

The nursery's main telephone number can be used for emergencies.

Photos of children at Grass Roots events must not be put on social media by parents/carers or visitors

In circumstances where there is a suspicion that the material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the 'Safeguarding and Child Protection Policy').

Visitors remain responsible for their own property and will bear the responsibility of any damage or losses.

## **Use of nurseries tablets, cameras and recording equipment**

Grass Roots Private Day Nursery provides tablets and cameras for staff, students and volunteers to use to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following policy applies:

Only the cameras and recording equipment belonging to nursery may be used to take appropriate and relevant images of children, i.e. observations, photographs of activities and events.

Images must be used in accordance with the Data Protection Act 2018.

Cameras and recording equipment should only be used where two or more staff members are present and not in areas where intimate care is carried out.

It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases, the 'Logging Concern Form and Body Map' must be used.

Mobiles can be taken off site in circumstances such as outings.

**This policy will be reviewed by management annually, who are responsible for ensuring the dissemination of this policy to all staff, volunteers and parents.**