

## **Mobile Phone & Camera Policy**

Violet Way Nursery is committed to ensuring the safety of children in its care. We recognise the importance of mobile phones in nursery/school for communication purposes, but are aware that casual or inappropriate use of mobile phones in the nursery could pose a risk to children.

This policy applies to all staff and volunteers and covers both indoor and outdoor areas. Failure to adhere to this policy may result in disciplinary action.

Staff personal mobile phones.

- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, pictures or share images.
- **Staff will not carry personal mobile phones while working.** This protects staff from being distracted from their work and from allegations of inappropriate use. Their phones will be kept in an agreed area in the nursery.
- If staff have a break time during their working hours, they may use their mobile phones during these times, in an agreed area not used by children e.g.: in the office/staff room.
- Where it is essential for staff to make a personal call during a session, they should, (with agreement of their line manager), make this in the agreed area not used by children.
- Staff must give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency, during session hours.
- A mobile phone will be taken on whole group outings in accordance with guidance. The *Statutory framework for the Early Years Foundation Stage* states that providers should take contact telephone numbers and a mobile phone on outings. The Nursery/school phone provided does not have a camera.

## Volunteers, Visitors, Governors and Contractors.

All Volunteers, Visitors, Governors and Contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of the mobile phones. The Nursery/school will display that mobile phones are not to be used in the setting. If a visitor, governor or contractor is seen using their mobile phone, they will be asked to use it away from the children.

## Parents

While we would prefer parents not to use their mobile phones while at Nursery/school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times.

We therefore ask that parent's usage of mobile phones whilst on the Nursery/school site is *courteous* and *appropriate* to the Nursery/school environment.

We also allow parents to photograph or video Nursery/school events such as performances using their mobile phones – **but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.**

## Photographs

It is recognised that one of the key ways to support children's development, and engage parents in children's learning, is through photographs that record their child's activities and achievements.

We seek permission from parents/carers to take photographs of their child for this purpose, using the Nursery/schools own camera.

**Camera or video functions on mobile phones must not be used in the Nursery/school.**