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## **Mobile Phone Policy**

### **Parents**

At Training Depot Day Nursery parents are NOT ALLOWED to use their mobile phones or cameras when in the Nursery building. Parents are NOT permitted to make or take phone calls or use their mobile phones to take pictures or videos of their child or any child in the Nursery. The only exception to this is when there is a particular event i.e. at the Christmas concert, sports day, where permission has been given verbally from all parents/carers of the children present. The Manager will also remind parents that any photographs or videos taken, must not be posted on the internet / social media sites.

Parents are not allowed to take pictures or videos of the children in the garden area of the Nursery, again unless specific permission has been sought from the parents/carers of all children present and management has agreed. Staff are to be vigilant whenever present in the garden area checking no one outside the Nursery is using their mobile phone or any camera to take pictures or videos of the children.

Parents are allowed to share videos of children talking or engaged in activity to share the child's development; however, this is only ever to be done together with senior staff, either in the office, staff room or Tigers kitchen without any other children present.

### **Staff**

It is accepted that Nursery Staff will bring mobile phones into the Nursery building, but staff mobile phones are to be kept switched off or on silent and MUST be handed into the office at the start of their shifts. Staff may use them on their breaks in the staff room only. Random monthly checks are made to enforce this rule. Staff are NOT permitted to use their mobile phones to make or receive calls during their working hours unless they are on a scheduled break and in the staff room or out of the Nursery building. In the event of an emergency/reason for a specific call, which is out of their scheduled break time, staff can request to receive a call via the Nursery phone or may be given permission to use their mobile phone in the staff room.

Nursery staff are NOT permitted to take pictures or videos of the children on their mobile phones. If staff are witnessed using their mobile phones, whilst in the Nursery rooms, kitchen, toilets or outside, this is very likely to lead to disciplinary action.

Cameras / Ipads are used to take photos of children for children's wow moment book. These photos are only used as evidence and are deleted when no longer needed. Photos are also taken to evidence the events we hold throughout the year. These photos are used as a reference and deleted when not needed. If photos are shared with outside agencies, faces are blanked out, apart from the faces of our staff.

### **Students and Visitors**

Students and Visitors must hand their mobile phones into the office before they are allowed into the Rooms and Phones are returned at the end of the visit. Students may request their mobiles for their breaks and these must be returned at the end of the break.

*Reviewed in August 24 By Miss Sandhya*