

Mobile Phone and Camera Policy

All nursery staff, including bank staff and agency staff, are expected to keep mobile phones in the cloakroom or with their personal belongings if they are kept elsewhere. Staff are not permitted to carry their phones around with them, under any circumstances, during working hours. If staff are awaiting an emergency call or they have family members, particularly children, that may need to get in touch with them, then staff would need to give them the nursery contact number to be reached on. If any staff, including temporary staff, need to make an emergency call to a family member, again, they are able to use the nursery phone. By not having mobile phones available, staff are less distracted and completely focused on their work with the children. It also helps to prevent allegations against taking personal photos of children.

The only time that it is acceptable for staff to use, or carry, their phones is during their lunch break. Staff may use their phones in the dining room/ staff room only, during this period.

Smart Watches: Staff and visitors are permitted to wear smart watches while working at the nursery, on the provision that these are switched into 'do not disturb mode' while they are with the children. Ensuring that no phone calls or messages can be received or sent and allowing them to give their full attention to the children

Staff are only permitted to use nursery cameras in the nursery. Under no circumstances must they use their own cameras for taking photos of the children or use cameras on phones, as detailed above.

Parents are not permitted to use mobile phones at all in the nursery. The safety and wellbeing of our children is paramount and by there not being any opportunity, in nursery, to expose children to cameras on phones we are helping to safeguard them. Also, it can be unsettling for some children and interrupt their calm, learning environment if parents are using phones within the nursery. If parents need to take a phone call, as a matter of emergency, then we would ask them to do so outside the nursery building.

Photos at special events, such as, the children's Christmas Concert, Sports Day etc. will be taken by Elena from the baby room (as she has a professional camera) or by the Students' Union Media and Communication team and then only if written permission has been sought from parents via their admissions forms. Photos will



be shared with parents after the event and deleted from the camera within 24 hours.

Thank you for your support in helping us to safeguard children.