



MOBILE PHONE POLICY

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 Robin Nursery has implemented the following policy:

Staff, Students and Volunteers

We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education.

Therefore, staff, students and volunteers must adhere to the following:

- Mobile phones can only be used on a designated break and then this must be away from the children
- Mobile phones should be stored safely in the staff area at all times.
- During outings, staff will use mobile phones belonging to the nursery wherever possible. In the event that this is not possible, staff may use mobiles on outings for nursery / emergency use only
- Photographs must not be taken of the children on any phones, either personal or nursery owned
- Staff should give the nursery's mobile/landline number as their main contact when at work so they can be contacted in an emergency. With prior consent from the Manager, staff may be able to use their mobile during work hours in the event of an emergency but must ensure that they are away from the children

Visitors

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

However, we ask that visitors adhere to the following guidelines:

- Mobile phones should be turned off during visits to the nursery room
- Mobile phones and cameras should only be used away from the children or off site
- Robin Nursery School main telephone number can be used for emergencies
- Photos of children at Robin Nursery School must not be taken by visitors
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Parents

The nursery operates its own mobile usage policy in relation to staff and visitors to the premises. Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care, parents are also kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children

Further Information

'Guidance for settings on the use of Images, Mobile Phones and Cameras in accordance with the Data Protection Act 1998').

This policy was adopted at a meeting of The Robin Nursery Committee 26/02/14

Signed on behalf of the Nursery _____ Position _____

Date for revision 26/02/15