



## MOBILE PHONES POLICY

Sunny Beach Day Nursery adheres to a strict no mobile phone policy within the nursery setting where the children have access. Staff are allowed to bring to work with them their personal mobile phones but these need to be kept in their staff cupboard at all times. This means personal mobile phones are not to be used in play rooms, bathrooms, changing rooms or on outings at any time, under ANY circumstance. **FAILURE TO COMPLY WITH THIS POLICY WILL LEAD TO DISCIPLINARY ACTION.** A company mobile phone will be available to take on outings which will have no numbers stored on it and will not be camera enabled. The company will also provide digital cameras for the staff to take photos of the children for their developmental files. This will be the only technology required to record images of children in the setting.

Personal mobile phones can be used by staff off the nursery premises, on designated break times only. Any staff needing to make a personal call may use the phone in the managers office only with the manager's permission.

The purpose of this policy is to eliminate the inappropriate use of mobile phones and to ultimately keep the children in our care safe from harm.

Volunteers and visitors are also expected to adhere to this policy and they will be given this information on their first visit.

All staff and volunteers must have a signed copy of this policy in their personal development file for future reference.

Date:-

Signed:-

Review date:-