

# *Mad Hatters*

## **Mobile Phones Policy**

All visitor mobile phones with a camera brought into the Nursery must be switched off and kept in the office. If circumstances occur where the visitor needs to keep their phone on them, this will be risk assessed on the day dependant on the circumstances.

All staff mobile phones must be switched off and kept in the staff room or signed into the office. Under no circumstances are staff allowed to have their phone in the rooms, or around the nursery, and no photographs of the nursery should ever be taken using staff mobile phones. Phones must be hidden whilst travelling up to the staff rooms, and not out for anyone to see. This includes Smart watches, and any other devices which may have a camera/recording device on them.

The Nursery takes no responsibility for loss, misplaced, damaged etc of staff/visitor personal belongings.

Once mobile phones are signed into the office, they are not to be removed from the box until your lunch break, or end of shift. If personal circumstances occur where you require your phone to be on, then permission from the manager on duty must be obtained to have your phone on in the office, or the nursery telephone can be given out, so you can be contacted. If a member of staff is found to be taking the phone out during their shift from the office or staff room without permission, this will be taken as a safeguarding concern, and disciplinary action will be taken.

The manager on duty has the right to determine if the member of staff is fit to stay at work, dependant on their personal circumstances, if they need their phone on, due to safeguarding of the children.

There is CCTV in all rooms of the nursery where children are present, and staff are usually working alongside another member of staff which ensures no visitor or staff has a mobile phone on them. Staff are reminded to be vigilant and to report any person who has a mobile phone on them whilst on shift, or in the rooms with the children.

During the COVID-19 crisis the owner used their phone to do live feeds on Facebook to keep the continuity of nursery with our children however, these live feeds were not taken in the same room as the children, or with any of the children in them under any circumstances. If we go into lockdown again, or if the need arises we may in future use the mobile phone to keep continuing of care through virtual platforms, and live feeds again.