



Mobile Telephone Policy

In light of recent events in regard to safeguarding children and the use of mobile telephones, within the nursery setting. Gingerbread Pre-schools had put the following policy into place.

- ❖ All staff must ensure that their mobile telephones are left inside their bag or locker during working hours.
- ❖ Only the manager and deputy manager can have their mobile telephone to hand during working hours.
- ❖ When on outings the nurseries own mobile telephone will be used, these telephones do not have a camera incorporated into them.
- ❖ If any staff member has a family emergency and require to keep their mobile close at hand then senior management must be consulted and give permission for this to happen.
- ❖ Under no circumstances must cameras of any kind be taken into the bathrooms with prior consultation with management.
- ❖ If photographs need to be taken in a bathroom i.e. (photographs of the children washing their hands) then management must be told and staff supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.
- ❖ All cameras in the nursery including those on staff mobile telephones can be subject to scrutiny at any time by the safeguarding officer or senior manager.
- ❖ Any staff member, volunteer or student found to be none compliant with this policy would face disciplinary action.

Written October 2009