

## Mobile Phones Policy

To ensure the safety and welfare of the children in our care personal mobile phones, cameras and video recorders cannot be used when in the presence of children either on the premises or when on outings.

### Procedures:

All mobile phones must be stored securely within the setting during contact time with children. No parent, staff member, visitor, volunteer or student is permitted to use their mobile phone or use its camera facility whilst on Sunny Socks property unless during a staff break, in the office with door shut where children are not permitted.

All members of staff are asked to kindly remind parents and visitors to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children with the exception of special events such as Sports Day and The Christmas Play when parents are welcome to use a recording device or camera for family use only, not to be shared on social media platforms.

During outings, staff will only use mobile phones belonging to the nursery to call the nursery. Photographs or films must not be taken of the children on any phones, either personal or nursery owned. Photographs and films are only taken with Nursery equipment other than phones and the pictures are used either for the child's progress and development records, or with expressed interest from the parent: on our website or our facebook page. The management is responsible for managing these photos.

The misuse of a mobile phone or recording device by a member of staff or visitor will be reported to the Designated Safeguarding Lead as well as any device that has been lost.