



Mobile Phones and Camera Policy and Procedure

Objective: The welfare and safety of children is of utmost importance at Learning Ladder Nursery. We believe our staff should be completely attentive during their hours of work to ensure all children in the nursery receive good quality care and education.

Policy:

Mobile Phones

Mobile phones are not to be used by any staff during their working hours or when they are in any room where children are present. This is to create a safe and secure environment in which children are given the supervising adult's full and undivided attention. The nursery strives to provide good quality care and education and this requires the staff to be completely attentive.

Procedures:

- Mobile phones must be kept on silent mode in the designated "Phone Box" in the Nursery Office
- Mobile phones may only be used on a designated break AND in a child free area
- Staff should provide nursery contact numbers to family, friends, children's school as the emergency contact
- Only nursery mobile phones should be used on Nursery outings and field trips
- Personal phones are NEVER to be used for photographing any children at the Nursery
- Violation of "No Phone" policy can lead to serious disciplinary action taken by the Nursery management
- Staff is not allowed to share personal phone numbers with the parents

Cameras

Photographing children to track their progress or as evidence of learning is an effective tool in EYFS. However, it is important that photographs taken in the Nursery are taken, stored, and shared in a responsible way.

Procedures:

- Consent for photo sharing section in the registration form to be filled out at the time of enrolment
- Only the Nursery Manager is authorized to upload photos to the website or face book page but she must ensure that consent is present in the registration form
- Only designated nursery camera(s) to be used for photographing children at the nursery or on an outing
- These cameras are to be stored in a designated office area and accessible to all room leaders

- Each room leader to use their SD card to take photographs and images must be downloaded to the Nursery computer as soon as possible by the Nursery Manager
- Under no circumstances must any cameras or phones be taken in to the toilets or changing areas of the Nursery
- Violation of this policy can lead to serious disciplinary action taken by the Nursery management