

## Mobile Phone & Camera Policy

- Mobile Phones must be used outside the building however they can not be used in the staff room, due to it's proximity to one of the children's rooms
- During work hours all staff and contractor phones must be switched off, and locked away in the office safe for all staff. In the mobile phone safe each phone is stored in an individual plastic wallet with the member of staff's name on it.
- If you are expecting an important call, then please give out the nursery number 0208 567 0800 x 8 for their use.
- Nursery cameras only are used for noting events and must be cleared after each use. Once the photos have been uploaded onto the computer and consequently printed for use, they must be deleted and not kept.
- Staff are reminded of their responsibility to report to management any breaches of agreed procedures
- If you are caught with a mobile phone on you, this could lead to a disciplinary Procedure

### Acceptable Use Policy:

From time to time there may be an exceptional need for a phone with a camera on it to be used. This can only be used by management and any photos taken deleted straight after use. A mobile phone with **no camera or access to the internet** can be used (with management agreement) during outings. Staff mobile phones should remain locked in the nursery during the outing.

Little Acorns will notify Ofsted of any breach of this policy. We will also notify local child protection agencies and will act on any advice from those agencies.

**Children's Services Contact Team:**

[csctreferrals@islington.gov.uk](mailto:csctreferrals@islington.gov.uk)

**Tel: 020 7527 7400**

**Ofsted: 0300 123 1231**

Little Acorns Day Nursery