



Mobile Phone policy.

1. Personal Mobile phones, cameras, video cameras or any similar devices are **not permitted** to be used within the childcare room. There is a mobile belonging to the setting, this can be used to take photos of the children, access class dojo, or make calls to parents.
2. It is not permitted to use personal mobile phones for any purpose, including text, voice calls, and voice mail retrieval whilst in the childcare room.
3. Mobile phones maybe left on a manager's desk, in order to be alerted if you are needed in an emergency, it is permissible to give direct telephone numbers for your workplace as emergency contacts if required.
4. Any members of staff found to have any of the above items on them, within the childcare facility; will face disciplinary procedures for gross misconduct.

This policy is to protect the children in our care from any unauthorised photographs being taken. Photo consent from parents does **NOT** cover the use of employees' private devices.

If the setting device is out of battery or is not working, staff may use a different mobile/camera with the managers consent. Any photos taken on a different device should be PERMINENTLY deleted once shared with parents on class dojo.

The settings own camera/ipad can be used, if photo consent is given.

Managers Signature: *Julie Ace*

Date: January 2025

Review Date: January 2026