



Hardmoor Nursery & Early Years Centre Mobile Phones, Walkie Talkies and Camera Policy

Policy Statement and Guidelines
September 2024

Mission Statement:

To provide a happy, secure and stimulating environment in which everyone is included, respected and valued, so that they may grow in self-esteem and develop to their full potential.

Mobile Phones, Walkie Talkies and Cameras Policy

Centre Mobile Phone

- A centre mobile phone may be taken on outings or used to contact parents who require text message communications

Personal Mobile Phones

- Personal mobile phones belonging to members of staff are only to be used when staff are not on duty (e.g lunch breaks) and only in the designated area of the centre, which is in the admin corridor, staffroom and small meeting room.
- All personal mobile phones for room based practitioners are to be stored in lockers during staff shift hours.
- Members of staff must ensure that the centre phone number is known to all those that may need to contact them in and emergency in work hours.
- Members of staff will not use personal mobile phones to take photographs of children.
- Parents and visitors are requested not to use their mobile phones in any of the children areas in the centre. Visitors will be advised that the areas outside of the building within the confines of the blue metal fence are a mobile free zone.

Use of a personal mobile by the site manager

- The site manager may use his phone to take photographs of the site and grounds in connection with their work. These photos may be emailed with the express purpose of repair and maintenance of the centre. It is not permitted to take photos of children on any personal mobile or ICT device.

Cameras

- Members of staff must not use their own camera or video camera in the centre.
- Photographs and recordings of children are only taken for valid reasons, i.e to record their learning and development, or for displays within the centre.
- Photographs and recordings of children are only taken and used in ways that written permission from parents/carers allows.
- Unless all children taking part in a special event permission has been given in writing by parents/carers for others to photograph or record the event the photographing or recording will only be allowed by the centre staff.
- Camera and video use is monitored by the Centre Manager and staff must report any concerns that they have about the use of phones or cameras.

Centre Walkie Talkies

- The walkie talkies provided to the staff by the centre are solely for the purpose of work related communications.
- No confidential information is to be transmitted over the walkie talkie. This includes names of children, contact details or any other sensitive information relating to a child or family. This also included information that could compromise the security of the centre such as alarm codes, door entry codes or the starting/finishing times of members of staff.

- No conversations or information may be transmitted over the walkie talkies that may harm the reputation of the centre. This includes the use of foul language or inappropriate subject matter.
- The channel and the sub channel is set for all walkie talkies, this must not be altered by staff members. The only feature that should be used by staff members are the on/off/volume switch, the call tone button and the transmit button.

Approved – Spring 2024
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