

**CAMERA, MOBILE PHONE AND RECORDING DEVICES POLICY**

Rainbow Corner Nursery Ltd operates a camera, mobile and recording device policy to protect children, staff, parents and visitors from allegations and to maintain high standards of care within the Nursery.

The Nursery forbids the use of personal cameras, mobile phones and recording devices by staff members, students and volunteers whilst on duty, whilst on the nursery premises and in the presence of children on nursery outings.

The staff will **turn off** their mobile telephone before entering the Nursery and it will be placed in the office. The mobile telephones will be stored in the office cupboard. The staff will sign the record sheet that it has been switched off, and will re-sign on collection.

In the event of an emergency situation the manager may use her/his discretion, as to whether the mobile may be left on, in the silent mode, and left on the manager's desk.

All staff have been informed of the Mobile phone policy, and have been told to inform all contacts to use the nursery telephone, if an emergency situation arose.

The Nursery staff may access their mobiles only during their lunch breaks if exiting the nursery building. They must sign the mobile telephone in and out as they leave the building during this time. The mobile telephone may only be used once they have left the nursery premises. However, due to staff to child ratios, only two staff members at any one time during the nursery day 8am–6pm, may leave the premises, and if doing so must inform the nursery manager.

The manager and/or persons approved by the manager for certain circumstances can have their mobile on in the office. It may be used in an emergency, in the event of the landline not working. This mobile will not be used outside the office, in any circumstances, and will not be used in the presence of an children.

All Parents and visitors will be reminded that the premises is a “mobile free zone” and asked not to use their mobiles within the nursery, and to leave the Nursery building should they receive a call.

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Any member of staff who does not comply with the “camera, mobile or recording device policy” will be dealt with in line with our grievance and disciplinary procedures.

Children will only be photographed or recorded by the use of a camera or recording device that has been agreed by the manager. Children’s photographs will only be shared if parental consent has been obtained on the registration form.

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