

Mobile Phone and Camera Policy

Mobile Phones

All staff mobile phones must be left in the office area within the working hours and switched to silent. If this policy is not followed without permission from any Manager, this will be seen as gross misconduct and instant dismissal will follow.

Parents and visitors are also to be asked not to use their phones as this is a mobile phone free area, to protect all our children.

Cameras

Bell Day Pre-school have their own laptop, three tablets and a smartphone. All pictures that are taken on these devices are to be either printed or uploaded right away and then deleted. **No pictures are to be stored on these devices.** This is to safeguard the children to our best ability. All technology devices are to be kept secure with a pin which is changed monthly, only permanent staff are to know this.

Nursery mobile

* To be used on further a field trips i.e. nature walks for location sharing in emergency.
* To be used in Fire Drills / Lockdown for Famly to be accessed.

March 2020 Reviewed and amended: August 2020

Signed: G. Owers