

Use of mobile phones and camera policy.

Trinity College Day Nursery is aware that mobile phones are a part of everyday life for parents, carers and staff.

This policy is part of our commitment to safeguarding the welfare of children and vulnerable adults.

Mobile phones

- **Staff and volunteers** working directly with the children must not use mobile phones as it is inappropriate and distracts them paying full attention to the children in their care.
- Parents are encouraged to turn their phones off during their time in the nursery as it is distracting when giving hand over.
OR if it is essential to remain on, the parent to remove themselves from the playroom whilst they take their call.

Cameras

- A vital way to support the children's development and engage parents in their learning is through the use of photographs. This gives us a record of their activities and achievements. All parents sign to give their consent for photographs to be used in this way on their child's registration form.
- If photographs are to be taken for any other reason separate consent will be requested – to assist staff's course work outside of nursery, to be used in publicity (website)

Policy written by Helen O'Neill March 2011

To be reviewed March 2012