

## Mobile phones

### Parents/carers and visitors

In order to safeguard our children Ashfield Plaza Day Nursery has a no mobile phone policy for all parents/carers and visitors. There are signs around the nursery to state that no one should be using a mobile phone in the nursery rooms. This is to prevent anyone from videoing, recording or taking pictures of our children.

Visitors are asked to leave their mobile phone in the office.

If anyone does have a mobile phone present when they are in the nursery rooms, they are asked by a member of staff if they would be able to step outside of the nursery or to put their mobile phone away immediately in their bag or pocket.

### Staff

All staff are not permitted to take their mobile phones into the nursery rooms. During work hours mobile phones should be kept in staff lockers, turned off. Staff are allowed to use their mobile phone during lunch breaks, however, only in the staff area or outside of the nursery building.

When going on trips, there is a nursery mobile phone that should be taken, staff's personal phones should remain within the nursery building.

<i>Signature Assessor</i>	<i>Date</i>	<i>Countersignature Designation</i>	<i>Date</i>
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