

1.5 Acceptable Use of Mobile Phones & Camera Policy- Peep Pre-school

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

Mobile Phones

Peep Pre-school allows staff to bring in personal mobile telephones for their own use.

Users bringing personal mobile telephones into Peep Pre-school must ensure there is no inappropriate or illegal content on the device.

All staff/students must ensure that their mobile telephones are left inside their bag throughout contact time with children. Staff bags should be placed in the office unless requested by the supervisor to move them to another appropriate location.

Mobile phone calls may only be taken during staff breaks or in staff members' own time. If staff have a personal emergency they are free to use the setting's phone or make a personal call from their mobile in the office.

If a member of staff is waiting for an emergency personal call then their phone may be left with the office administrator who with permission will answer and then notify the member of staff.

Staff will need to ensure that the office has up to date contact information and that staff make their families, children's schools etc, aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

All visitors will be requested to place their bag containing their phone in the office and asked to take or receive any calls in the office area.

It is the responsibility of all members of staff to be vigilant and report any concerns to the manager/supervisor.

Concerns will be taken seriously, logged and investigated appropriately in line with our safe guarding policy.

Visitors

Mobile phones are to be left in the office. If it is necessary for visitors to have their mobile phones to implement their role effectively then they are to be supervised at all times.

Cameras

Peep Pre-school, Dovecote, Nightingale Ave, Oxford OX4 7BU
school

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email: peepreschool@peeple.org.uk

Child Protection Policies - Peep Pre-

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