

Policy Statement

Horsham Montessori recognises that practitioners, students, volunteers and visitors may wish to have their personal mobile phones at the setting for use in case of emergency.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately. Therefore the setting management has implemented the following policy:

1. Use of personal mobile phones & cameras by staff & volunteers

- Personal mobile phones and cameras should only be used outside of working hours and never whilst children are present.
- Personal mobile phones and cameras should be stored in the Staff Cloakroom.
- In very unusual circumstances, such as a family emergency, staff and volunteers should seek permission from the Manager or employer to use their mobile phone.
- If a staff member, student or volunteer must use their mobile phone (see above) this should be away from the children and ensuring that staff supervision levels are not compromised.
- Staff, students or volunteers who ignore this policy and use a mobile on the setting premises without permission may face disciplinary action.
- The setting's main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.
- In circumstances such as outings and off site visits, staff will agree with their Manager the appropriate use of personal mobile phones in the event of an emergency.
- Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the setting's 'Safeguarding' and 'Child Protection' policies).

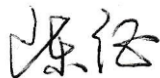
Mobile Phones & Cameras Policy

- Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.
- 2. Use of personal mobile phones & cameras by visitors**
- Mobile phones and cameras should only be used away from the children and where possible, off site.
 - Photos of the Notice Board may only be taken with a Practitioner's consent and in their presence.
 - In exceptional circumstances, such as a family emergency, visitors should seek permission from the setting Manager to use their mobile phone.
 - The setting's main telephone number can be used for emergencies.
 - Photos of children must not be taken without prior discussion with the setting Manager and in accordance with the Data Protection Act 1998 and using the 'Use of images consent form' (please see the setting's document 'Guidance for settings on the use of images, mobile phones and cameras in accordance with the Data Protection Act 1998').
 - In circumstances where there is a suspicion that the material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please see the setting's 'Safeguarding' and 'Child Protection' policies).
 - Visitors remain responsible for their own property and will bear the responsibility of any losses.

Review Date:

31/03/2017

Signature:



Version Control Record: Mobile Phones & Cameras Policy

Version Number	Changes Made	Date	Person Responsible
MP&CP1	Created	01/12/2013	Thea Bredie
MP&CP2	Reviewed & updated	18/01/2015	Thea Bredie
MP&CP3	Reviewed & updated	04/01/2016	Thea Bredie
MP&CP4	Reviewed	31/03/2017	Jacky Brown

MP&CP4 March 2017