



## **mobile phone and camera policy**

### **Mobile phones**

Employees must ensure that personal mobile phones are not carried about their person during working hours. Personal mobile phones must be switched off during working hours, although can be used in staff rooms or outside of the premises during lunch or rest breaks.

Employees may give The Hullbridge Pre-school telephone number as an emergency contact.

Where trips are taken outside of the setting (either outings or home visits) and mobile phones are not provided by the setting, employees may use a personal mobile, which is fully charged and switched on for the duration of the trip. This number is recorded in the outings book. [and employees are reimbursed for any use associated with the trip accordingly].

### ***Camera and video phones***

Camera and video phones and their use in the setting, especially to photograph children in the setting or on trips, are subject to the same restrictions as mobile phones. They may not be used at work for the purpose of photography unless express permission from parents has been granted.

Employees found to be in breach of this policy will be subject to an investigation which may lead to disciplinary action. Employees who breach this policy could also face criminal prosecution under various laws.

The Hullbridge Pre-school will make appropriate arrangements for photographs to be taken when necessary, which ensures that permission is obtained from the parent/carer to ensure compliance with the Data Protection Act.

This policy was adopted at a meeting of \_\_\_\_\_ name of setting  
Held on \_\_\_\_\_ (date)  
Date to be reviewed \_\_\_\_\_ (date)  
\_\_\_\_\_

Signed on behalf of the management  
committee

Name of signatory

Role of signatory (e.g. chair/owner)

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