**POLICY FOR MOBILE DEVICES WITH CAMERA OR RECORDING CAPABILITY**

**PERSONAL DEVICES**

Effective guidance is in place to avoid the use of mobile devices causing unnecessary disruptions and distractions within the workplace and to ensure effective safeguarding practice is promoted to protect against potential misuse.

In the interests of equality and to further promote safety, the guidance applies to any individual who has a mobile device on site, including staff, parents and visitors.

**Staff** are permitted to have their mobile devices on site; however, any such devices are to be kept in staff lockers and switched to silent or turned off. Staff are not permitted to use the devices whilst on the nursery premises including the secure garden.

Any breach of this policy will result in disciplinary action.

**Parents and Visitors** are not permitted to use their mobile devices on the nursery premises (including the secure garden) and in accordance with our policy they will be asked to leave their device at the office when visiting the nursery.

The Toy Box Mobile will be used on outings and the landline number may be used as an emergency contact number for anyone needing to contact Toy Box staff during working hours, the number is 01724 857126. The Toy Box Mobile must be kept in the office unless used for outings at all times.