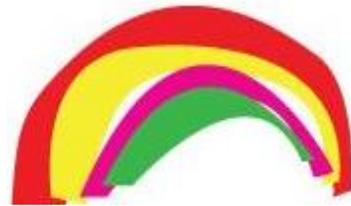


Thomas Coram Centre and Nursery School

Mobile Phone Policy



Thomas Coram Centre
and Nursery School
49 Mecklenburgh Square
London WC1N 2NY



Reviewed and Approved: Summer 2019	Next review: Summer 2021
Reviewed bi-annually	

Mobile Phone Policy

To ensure the safety and welfare of children in our care Thomas Coram Centre operates a personal mobile phone usage policy which stipulates that personal mobile phones cannot be used by visitors, staff, parents, carers or volunteers when in the presence of children, on the premises or when on outings.

We will ensure that:

- All users of the nursery school are made aware of this policy through regular training and printed information such as signs, newsletters, and induction pamphlets.
- All mobile phones will be kept in staff's lockers throughout contact time with children.
- Mobile phone calls may only be taken during staff breaks or in staff members' own time.
- If you have a personal emergency you are free to use the office phone or make a personal call from your mobile in the Staff Room, Sensory Room or Parents Room for parents and carers.
- Staff (will need to) ensure that managers have up to date contact information and that staff make their families aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- During group outings nominated staff will have access to their mobile phone, which is to be used for emergency purposes only and under no circumstances will photographs be taken.
- Personal mobile phones should not be used to take pictures or recordings of the children by staff or parents except under specific allowance; for special events such as school performances, on the understanding that the images are not posted onto social media sites or otherwise shared.
- Staff seek parental permission to take photographs of the children, which must be linked to teaching the curriculum and that they use school equipment only for this purpose;
- Permanent/ long term staff are asked to sign agreement to this policy as part of their annual Code of Conduct reminder, and if not adhered to, disciplinary procedures will be followed (refer to Camden's Disciplinary Policy).