

## West Exe Nursery School

### Mobile Phones/Recording and Photographic Equipment Policy for Service Users

#### Aim:

The purpose of this policy is to set out some key principles about the use of personal mobile phones (with or without cameras), photographic and recording equipment at West Exe Nursery School.

It is important to find a balance between the needs of service users to maintain communication and contact with family and friends versus the need to protect people against the misuse of advanced technology. It is also important to remember that the School is a space for parents/carers and children to play and learn together and to greet each other at the end of sessions etc. It therefore it is not appropriate to hold telephone conversations or text in School.

It is also not appropriate to take photos of children as this would need written consent of parents.

#### Procedure:

- No mobile phones, recording or photographic equipment to be used within School, phones should be switched to silent if you are expecting an urgent call. Should you need to make a call, you must leave the premises, ensuring your children are left in suitable care i.e. with a friend or by notifying a member of staff.
- West Exe Nursery School accepts no responsibility or liability for any equipment lost, damaged or stolen.

.....  
Head

Date Agreed: April 2019  
Renewal Date: April 2021