

Policies and Procedures: Mobile Phone.

As a childminder, sometimes working alone, I will have my business mobile phone (07547864363) with me at all times I am caring for children.

All staff will also have access to the secondary business phone (07732523366) when working away from EM (such as on the school run).

Phones will be used as a means of communication with parents / carers, if there's an emergency and to take photographs of children for observations.

Either phone can be used to contact EllyTotts, though please bear in mind that Elly will have her phone with her even when not officially at work so may ask you to use the other one.

All work phones have a call recorder, tracker and screen recorder fitted. These are regularly checked by EM to ensure the content and usage is suitable. Your calls to the phones may be recorded for training and monitoring purposes.

Data from the work phones must not, under any circumstances, be transferred to a personal device.

It is imperative that the welfare of the children in my care remains my main priority during working hours. Therefore I may not be able to answer each call or engage in a long conversation if you call me, but may ask if I can call you back at a more convenient time. If your message can be written then please text, email, WhatsApp or private message so we can look at the message when convenient by us. We will reply to confirm receipt of a message where necessary. The aforementioned methods of messaging can all be accessed on the main work phone. Email and texting the secondary number can be accessed on the secondary phone.

Only myself and other employees, will be allowed to take photos in the setting. Please see Photography Policy for more details regarding use and storage of photos.

Visitors, parents and children will not be allowed to use mobile phones or similar devices to take photographs of children whilst they are collecting or dropping off children. Any electronic devices children bring in from home are brought in in the understanding that camera apps are not to be used. EM reserves the right to search them to ensure no photos have been taken.

Employees will have their personal phones switched on, on silent, and on the desk out of reach of children. This is so they can be contacted in relation to their personal lives (Eg kids are ill so need collecting from school). Before answering such a call, all employees must check with EM or the duty manager in charge. As standard, employees are not allowed to use their personal phones unless on a break. If for any reason an employee needs to make a call during working

hours (eg to book a Drs appointment) I will closely monitor any activity on the phone and will usually ask them to step outside.

Read this policy in conjunction with Social Media, Internet, Photography and Media for further information.

First Written: 1st August 2014 Last Updated: 28th September 2018 Signed:

Date Reviewed	Signed