



Cawley Childcare Ltd

*(1/A Home from Home Creche & Preschool, Naíonra Tíghín N^o
Trá & Kids Campus)*

Policy & Procedure

Mobile Phones & Cameras

Mobile Phone & Camera's – Cawley Childcare Ltd (T/A Home from home Creche, Naíonra Tigín Na Trá & Kids Campus) This policy covers all premises

Document Title:	Mobile Phone & Camera's
Document Author:	RC
Document Approved:	Rachel
Person(s) responsible for developing, distributing and reviewing Policy	Rachel
Person responsible for approving Policy	Rachel & Danielle
Method of communication of policies to staff (email / hard copy / induction training)	Hard copy and induction
Method of communication of policies to parents/guardians (full policies via email, hard copy)	Email and hard copy available on premises
Date the Document is Effective From:	Sept 2019
Scheduled Review Date:	Sept 2020

This policy has been communicated to parents/guardians.

Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.

Child Care Act 1991 (Early Years Services) Regulations 2016(Siolta Standard 9: Health and Welfare) (National Standard 1: Information, National Standard 3: Working in Partnership with parents or Guardians, National Standard 4: Records, National Standard 9: Nurture and Well-Being, National Standard 12: Health Care, National Standard 14: Sleep, National Standard 18: Facilities, National Standard 19: Equipment and Materials)

Use of Mobile Phones & Cameras

The use of Mobile phones is strictly prohibited while in the room with children.

The use of camera phones or any type of recording with phones is not permitted. Each Cawley Childcare setting (Home from Home Creche, Naíonra Tigín Na Trá and Kids Campus) have setting cameras, these are owned and monitored by Cawley Childcare and are the only cameras allowed to be used. Photos are taken for display in the rooms and also for learning journals.

Cameras

Only cameras supplied by childcare setting management are permitted to be used. These cameras are monitored by management and will get developed when required by management. The camera memory card will then be deleted and ready for use again.

In rooms where Childpath app is in use (applies to Home from Home Creche only) photos are permitted through daily updates and communication with parents.

In cases of emergency where Staff may need to be contacted by their family members, please pass on the land line number of the service:

Home from Home Creche - 01 8417700

Naíonra Tigín Na Trá - 01 6911410

Kids Campus – 01 6905168

Mobile Phones may be used in staff room while on breaks ONLY.

This policy is designed to protect staff and children.