**QUEEN’S UNIVERSITY BELFAST**

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Childcare Services

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**Mobile Telephone Policy**

**Staff**

In accordance with the Childcare Services Safeguarding Young Children Policy, personal mobile phones must not be carried when on duty whether in Childcare Services or on trips with the children and **must be secured in the lockers provided**.

If a member of Childcare staff needs to be contacted mid-shift they can be reached at the landline numbers listed below, or alternatively they can access their personal mobile at break or lunch times and can be contacted then.

All personal PCs, laptops, palm devices, tablet PCs etc, that a staff member may have on site, must be treated as outlined in this policy.

|  |  |  |
| --- | --- | --- |
| Crèche  | 11 College Gardens | 028 90 662146 |
| Crèche | 1 Rugby Road | 028 90 312353 |
| Out of School  | 5 Rugby Road | 028 90 328407 |
| Childcare Office | Students’ Union Building | 028 90 975342 |

**Parents**

Parents are requested not to use mobile telephones or devices within any areas of the Childcare sites.

**Children**

Children are not permitted to have mobile telephones at Out of School Club.

**Photographs, Videos and Sound Recordings**

Mobile telephones must **not** be used to take any photographs/videos or sound recordings of any of the children or staff registered with Queen’s Childcare Services.

**Childcare Services Mobile Telephones**

Each Childcare site has a mobile telephone which may be used by staff during trips, outings or if there is a problem with the Childcare site landlines. This mobile telephone number is known only by Childcare Services staff and should not to be given to anyone.

**Out of School Club (Amendment to Policy)**

The Out of School Club mobile number is given to all parents so they can contact staff to inform them if their children are not to be collected from school or there has been a change to arrangements.

Staff collecting children from school are asked to bring their personal mobile phones with them in case there are any issues or messages regarding the child/children they are collecting.

When staff arrive back at Out of School Club, their personal mobile phones are to be secured as previously outlined and this policy is to be followed.

These are the only exceptions to the above general Childcare Policy.

**Agreement to Policy**

All staff are requested to sign agreement to the conditions of this Policy annually or upon the Policy being revised.