

QUEEN'S UNIVERSITY BELFAST

Childcare Services

Mobile Telephone Policy

1. 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: 028-90-662146, or alternatively they can access / be contacted on their personal mobile at break or lunch times.

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.

2. Parents

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

3. Children

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

4. 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.

5. Childcare Services Mobile Telephones

The Childcare site has mobile telephones 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 be given to anyone.

6. Out of School Club (amendment to Policy)

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 Mobile Telephone Policy.

7. Agreement to Policy

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