

## Telephone policy

Next Steps can communicate easily by telephone with parents and the emergency services at all times.

All telephones are checked daily, making sure they are in full working order, including adequate reception and adequate charged batteries.

Provisions will be made for those with impaired hearing or limited sight.

Mobile telephone will be active during session time as well as land line phone, which will be positioned in the play area

All emergency numbers are kept in the locked up cupboard, which is situated in play room by the main exit door.

Telephone numbers are displayed on all correspondence relating to Next Steps Nursery.

Communication between adults and parents, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones text messaging, e – mails, digital cameras, videos, web cam, websites (Facebook) and blogs. Adult should not share any personal information with a parent. They should not request, or respond to, any personal information from the parent, other than that which might be appropriate as part of their professional role. Adults should ensure that all communication are transparent and open to scrutiny.

Dated: 29/10/2009

Review Date: 01/11/2010