



Use of mobile phones

AIMS

- *To ensure children are safe*
- *To ensure staff are not distracted*
- *To ensure photos are not taken using a mobile phone*

Staff

The use of mobile phones while on duty is strictly prohibited. There is a real risk that a member of staff may fail to supervise the children appropriately in their care if distracted by the intrusion of a telephone call.

Staff are reminded that this policy is in the interest of the children, parents and staff alike.

All mobile telephones must be immediately signed over to the Manager / Deputy on arrival to your work place. Your phones should be switched off, signed in, placed in a named wallet and given to Management. The Manager will then store the phone in a locked unit until either your break time or at the end of your shift at which point your phone will be signed out.

Mobile phones are not allowed to be used on the premises, this includes the back and front gardens. Mobile phones should only be signed out if you are leaving the premises for your lunch break. Please issue your family with the Nursery telephone number if they need to contact you in an emergency.

If you are suspicious about a colleague using a mobile phone then we would urge you to alert your manager (or appropriate person) to this.

Contravention of this policy is considered to be gross misconduct and will lead to disciplinary action up to and including 'Summary Dismissal' (dismissal without notice).

Any urgent calls can be made using the Nursery telephone, this number should also be given as a contact number should anyone wish to make urgent contact with you during the day.

Furthermore, no photographs of the children must be taken without prior permission firstly from the parents, thereafter from the Nursery Manager. Each Nursery has a camera which must be signed in and out each time it is used; no personal cameras should be used. The Manager is then responsible for the development of the images and correct usage in line with Data Protection and confidentiality.

Parents/ Visitors/ Contractors

AIMS

- To ensure the safety of the children
- To ensure maintenance and service work is conducted in a safe and appropriate manor
- To ensure photographs of children are not being taken by any unauthorised persons.

Parents & Visitors are asked to refrain from using their mobile phones whilst on the premises. Visitors will always be supervised by the nursery manager or deputy manager.



Outside contractors, engineers and maintenance workers are asked to refrain from using their mobile phones whilst in the nursery. If a call must be made this is to be done away from children and in an appropriate manor.

If it is necessary to take photographs of maintenance or service issues the contractor/ engineer must obtain prior permission from the nursery manager or maintenance manager. Pictures must be taken away from the children and under supervision.

Signs are displayed in the lobby entrance to all nurseries and in the school requesting that visitors and parents do not use their mobile phones.

PLEASE REFRAIN FROM USING YOUR MOBILE PHONE



THANK YOU FOR YOUR COOPERATION

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>August 2017</i>		<i>August 2018</i>