

ABC NURSERY POLICIES AND PROCEDURES**POLICY 55: Use of Mobile Phones**

After consultation within the staff team the following policy has been decided on the use of mobile phones. The use of mobiles phones on the premises is forbidden by parents and visitors. The use of mobile phones by staff, agency staff and volunteers is restricted as described in 55.1 below.

55.1 The use of mobile phones is strictly prohibited by staff, volunteers and agency staff in the nursery except if kept in the Nursery Manager's office (see below 55.2) or if used in the staff room area at break times.

55.2 If there is an emergency pending or if a staff member's child is not well and they wish to be contacted then the staff member should leave the nursery number in the case of an emergency arising. If you feel that your mobile will be rung then you can ask to leave this with the Nursery Manager in the office

55.3 If a staff member needs to ring to enquire about dependants that are not well and cannot wait until your break time then you can ask permission of the Nursery Manager and you will be allowed time to phone from the office using your mobile phone

55.4 Please note that for child protection issues we do not allow phones to be carried on staff's person when in rooms supervising children. You will be subject to disciplinary procedure if we find a phone on your person in areas where you are supervising children. Phones should be kept locked in your designated staff locker.

55.5 If a phone is found on your person and you are undertaking intimate care routines then you will receive a disciplinary warning. If you are found taking inappropriate photographs of children then this will be an automatic dismissal on the grounds of gross misconduct and this will be reported to the appropriate authorities through referral by the Nursery Manager.

55.6 It is expected that you should discourage your dependents, family, partners or friends phoning you at work and disturbing you unless in the case of an emergency.

55.7 Staff are NOT permitted to take photographs of children on outings using their own mobile phone. They must take the designated nursery camera for such use. See Escort Policy for more information.

55.8 The use of mobile phones is permitted in the following circumstances.

- To phone for lifts at the end of the day in a designated area ie; office or staff room and as described in 55.2
- In an emergency on an outing from the nursery ONLY if the staff member is the designated mobile phone holder. If the staff member is required to take children to the toilet during an outing, this mobile phone will be passed to another member of staff for safekeeping. Please see the Escort (Outings) Policy and the Trips Out of Nursery Risk Assessment for more information.

55.9 Please note that the nursery does not accept any responsibility for stolen or lost mobile phones. Staff and students bring these on to the premises at their own risk.

55.10 Signs are displayed in all reception areas indicating to parents and visitors that the use of mobile phones is prohibited on the premises. This is for the safety of all our children. Parents and carers are asked to read all policies before their child starts at the nursery, and visitors will be reminded of our no mobile phone policy on entering the building. Under no circumstances should a parent or visitor use their mobile phone to take pictures of their own child or other children on nursery premises.

55.11 Please note that any breaches of this policy will be taken extremely seriously. Staff are asked to refer to our Whistle Blowing Policy and Safeguarding Children Policy alongside this policy.

