



# STAFF MOBILE PHONE Policy

---

Staff are allowed to bring mobile phones into work. However, these must be turned off and locked in their lockers before their shift begins and in any case before they have contact with the children.

Staff members will be allowed to access their phones during their refreshment breaks away from any children.

Use of mobile phones or having a mobile phone on their person is strictly prohibited during opening hours when in contact with children.

Staff are permitted to wear electronic watches during contact with children, as these do not have a camera function. However, staff should not be distracted by these watches during their working hours. Should this become an issue, this policy will be re-addressed.

All mobile phones are brought into nursery at the owner's risk and the nursery cannot be held liable for damage or theft of these phones.

Staff should provide family and friends with the nursery main line number for emergency contact purposes. (01933 626547)

Staff should **NEVER** take photographs or videos of the children using their mobile phones or personal media devices.

Staff found to be breaching this policy will be deemed to have carried out an act of gross misconduct and will be disciplined accordingly. Staff should refer to their handbooks for more information on the disciplinary procedures.

<p>I, ....., have read and understood this</p> <p>Mobile Phone policy and agree to follow it.</p> <p>Signed.....Dated.....</p>
--

Policy/Procedure name: <b>Staff Mobile Phone Policy</b>	
Publication Date: <b>April 2024</b>	Date for Review: <b>April 2025</b>
Signed: ..... (Proprietor/Manager)	
Signed: ..... (Deputy Manager)	