



Mobile Phone Policy

Nursery Rules on Use of Personal Phones

The Nursery accepts that employees will bring their mobile phones to work. As a rule, employees are not permitted to make or receive calls/texts during working hours as this inevitably impacts on work time. Staff should ensure that mobile phones are left in their bags / staff room and always turned off or on silent. If an employee has a particular emergency / reason for a specified call, which is out-with their break / lunch times, then they may request via their manager / deputy manager that they make or receive a call from the nursery phone. If staff are witnessed using their mobile phones, whilst in the playrooms, kitchen, toilets etc, this will lead to disciplinary action.

Staff will be required to take a mobile phone with them on walks / outings. The phone must be checked by management before leaving and on returning. Calls, messages, social media sites and photos will be checked to always ensure the children's safety.

Staff are not permitted to use recording equipment on their mobile phones AT ANY TIME, for example: to take photographs or videos of nursery children.