



Mobile Phone Policy

To ensure the safety and welfare of children in our care we operate a personal mobile phone usage policy which stipulates that personal mobile phones cannot be used when in the presence of children or when on outings.

Method

Parent/Visitors

- There are signs throughout the setting discouraging anyone from using mobile phones, anyone seen using a phone will be asked to leave the setting whilst they are using the phone.
- All other phones from visitors etc will be kept in a safe place throughout contact time with the children and returned to the owner on leaving the premises

Staff

- All staff mobile phones will be kept in their personal lockers in the staff room which is not in the main children's areas. Phones will at no time be permitted into the children's area of the setting.
- Mobile phone calls may only be taken during staff breaks or in a staff members own time.
- Staff having a personal emergency are free to use the settings phone or make a call from their mobile phone in the staff designated area of the setting.
- During group outings nominated staff will have access to the settings mobile phone which is to be used for emergency purposes only.
- Staff members not adhering to this policy may be subject to disciplinary procedures.

History

Rev.no.	Date	Description of revised issues
1	30/11/2016	Initial Revision
2	01/11/2017	No changes to content.
3	01/11/2018	No changes to content.
4	01/11/2019	No changes to content.
5	01/11/2020	No changes to content.

This policy has been approved and authorised by:

Author	Approved By	Authorised By	Revision No.	Valid From
Vicky Gray	Vicky Gray	Sarah Russell	5	01/11/2020

This document has been electronically approved; hence it contains no signature(s).