



# Mobile Phone Policy

This policy applies to all staff, including senior managers, paid staff, volunteers and sessional workers, agency staff, students or anyone else working on behalf of Mulberry Corner.

Mulberry Corner recognises that staff may need to have access to a mobile phone during their working day. However, by allowing staff access to their mobile phones the nursery shall ensure that the safety and wellbeing of all the children in their care is not compromised in any way.

## **The purpose of this policy is:**

- To set out the conditions under which all members of staff must use their mobile phones whilst on the nursery's premises;
- To provide an easy to follow framework for staff in relation to mobile phone use, which protects all children's safety and welfare and prevents staff from being distracted from their work with children;
- To clarify what the nursery deems is inappropriate mobile phone use.

## **Mobile Phone Use**

Mulberry Corner believes that all staff should be completely attentive during their hours of work to ensure all children in the nursery receive an excellent standard of care and education. To achieve this, all staff shall:

- Ensure their mobile phones are kept on silent or switched off during their working hours and stored within the designated mobile phone boxes in the nursery or preschool kitchen;
- Only use their mobile phone on a designated break and only in a child free area of the nursery;
- Never use their mobile phone to take photographs of any of the children at Mulberry Corner, or any area of the nursery, or of another member of staff whilst within the nursery or during their working hours.

Staff members may bring their mobile phone with them on a nursery outing, but such mobile shall only be used for emergency or nursery use.

All staff must ensure that there is no inappropriate or illegal content on any device or mobile phone that is brought into the nursery building.

Staff may not use their mobile phone to make any calls to parents or any other calls in their professional capacity as an employee of Mulberry Corner. All such calls must be made using the nursery landline telephone.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Nursery Manager. The Nursery Manager reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.

Any member of staff who fails to follow this Mobile Phone Policy shall be subject to disciplinary action in accordance with their staff contract.