



Safeguarding Children

Mobile Phones

Procedures

- Staff members are not permitted to carry their mobile phone on them whilst working on the nursery floor.
- Mobile phones must be kept in staff member's bags in the designated, non-children areas.
- Where mobile phones are stored in the office, or other area not used directly by the children, but where nursery business is taking place, they must be switched off or switched to silent mode.
- Staff members are not permitted to make or receive calls or text messages on mobile phones during working hours, unless they are on designated breaks and are in the appropriate areas of the nursery/outside of nursery premises.
- If staff members are to be contacted in an emergency during working hours, they are advised to give the nursery telephone number to relevant people, ensuring personal calls are only received when absolutely necessary.
- Staff are forbidden from using recording equipment on mobile phones. This means staff are forbidden from using their mobile phones to take pictures, videos or record the voices of other adults and children within the nursery.
- Failure to adhere to any of the points listed above may result in disciplinary action.

This policy was adopted on: _____

Date to be Reviewed: _____

Signed on behalf of Ivy League Day Nursery: _____

Name of Signatory: _____

Role of Signatory: _____