# Mobile Phone Policy

Here at 1st Steps Private Day Nursery, we have adopted a mobile phone policy. This means all mobile phones must be stored in the staff room and are not permitted in the children’s rooms or communal areas of the nursery. For example - outside while you are supervising the children, in the rooms or toilet areas. Mobile phones may not be used at all outside the staff room.

# **Mobile phones are only allowed in the staff area.** Please ensure they are locked away as we will not be held responsible for any thefts.

# Parents and visitors to the nursery must not use their mobile phones whilst on the premises and if they need to take a call they are politely asked to do so outside. Posters are displayed to inform parents. If parents enter the premises on their phone, staff should ask parents to end their call or take it outside.

# Staff will be expected to tell parents about our policy and explain our safeguarding procedures to them. This policy works alongside our E-Safety Policy which highlights acceptable use of cameras and suitable images to be taken.

# Example of safeguarding breach: Little Ted's was 'ideal' place for Vanessa George abuse (2010). She took photos on her phone of her abusing children and shared them online.

If taxis need to be called, parents need to make the call from outside the building, however, please invite parents to wait inside for their taxis.

If there is an emergency at home and you need to be contacted at the nursery by family or friends, please give them our number and we will be happy to pass on a message 0151 9441345.

Failure to adhere to this policy will result in disciplinary proceedings and possible dismissal.

Nursery mobile phones have been purchased for use on outings. And in an emergency nursery can be contacted and updated on the situation. It is the senior member of staff in charge of the trip’s responsibility to ensure that the phone is fully charged prior to the trip and credit is available. A short call to nursery on each outing will ensure that the credit on the phones is not wasted.

In the event of an evacuation, staff **may** be asked to collect their belongings including their phones to support management to contact all parents to arrange for collection of the children. Phone use will be monitored during the evacuation.

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Reviewed: Sandra Clayton Feb 18 Next Review: Feb20

**Safeguarding**