

Mad Hatters

Mobile Phones Policy

All visitor mobile phones with a camera brought into the Nursery must be switched off and signed into the office.

All staff mobile phones must be switched off and kept in the staff room, or signed into the office. Under no circumstances are staff allowed to have their phone in the rooms, or around the nursery. Phones must be hidden whilst travelling up to the staff rooms, and not out for anyone to see.

The Nursery takes no responsibility for loss, misplaced, damaged etc of staff/visitor personal belongings.

At times the Registered Provider may use their phone to take photos of the nursery, or of staff members for display purposes only, without children present, however staff are not permitted to take photos on their mobile phone of the nursery, children, or other staff members whilst on site.

Once mobile phones are signed into the office, they are not to be removed from the box until your lunch break, or end of shift. If personal circumstances occur where you require your phone to be on, then permission from the manager on duty must be obtained to have your phone on in the office, or the nursery telephone can be given out, so you can be contacted. If a member of staff is found to be taking the phone out during their shift from the office or staff room without permission, this will be taken as a safeguarding concern, and disciplinary action will be taken.

The manager on duty has the right to determine if the member of staff is fit to stay at work, dependant on their personal circumstances, if they need their phone on, due to safeguarding of the children.

There is CCTV in all rooms of the nursery where children are present, and staff a usually working alongside another member of staff which ensures no visitor or staff has a mobile phone on them. Staff are reminded to be vigilant and to report any person who has a mobile phone on them whilst on shift, or in the rooms with the children.