



Mobile phone policy

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Reviewed

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Mobile Phones - Parents and visitors use of mobile phones.

The pre-school operates its own mobile usage policy in relation to staff and visitors to the premises. Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care, staff, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the pre-school or when collecting or dropping off their children.

Only the work mobile is permitted on the premises, which must not be used to take photographs.

- Staff, visitors and parents must hand over their phone on entry
- Staff may leave phones on during sessions for emergencies with their own children but the schools and others required must be given the work mobile phone as a first contact point.
- Phones are not to be used in the main room or near children please exit the building to make a phone call.
- Staff must inform line manager of any calls that are needed to happen that are unavoidable during session times and management reserve the right to refuse permission is an adequate reason is not given

Examples of reasonable requests include:

- Doctors
- Hospital

Please note it is at the managements discretion if a call or text is or will be permitted and the decision is final. All calls where possible must go through the work line during working hours.