

Mobile Phones

1. Purpose

1.1 The aim of this document is to outline the mobile phone policy at Ashfield Plaza Day Nursery.

2. Scope

2.1 This policy applies to all who enter Ashfield Plaza Day Nursery.

3. Policy Principals

3.1 In order to safeguard our children Ashfield Plaza Day Nursery has a no mobile phone policy for all parents/carers and visitors. There are signs around the nursery to state that no one should be using a mobile phone in the nursery rooms. This is to prevent anyone from videoing, recording or taking pictures of our children.

3.2 Visitors are asked to leave their mobile phone in the office.

3.3 If anyone does have a mobile phone present when they are in the nursery rooms, they are asked by a member of staff if they would be able to step outside of the nursery or to put their mobile phone away immediately in their bag or pocket.

3.4 All staff are not permitted to take their mobile phones into the nursery rooms. During work hours mobile phones should be kept in staff lockers, turned off. Staff are allowed to use their mobile phone during lunch breaks, however, only in the staff area or outside of the nursery building.

3.5 When going on trips or school runs, there is a nursery mobile phone that should be taken, staff's personal phone should remain within the nursery building.

4. Organisation and Allocation of Responsibilities

4.1 It is the responsibility of the management to ensure all visitors, new staff and students are aware of the mobile phone policy.

4.2 It is the responsibility of all staff, parents and visitors to ensure this policy is adhered to for the safety of the children.

Limitations of this Policy

This policy cannot anticipate all eventualities therefore, professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.

Document management

Review cycle:	
Next review due:	
Policy owner	
Approving body:	Board of Trustees

