**Use of mobile phones**

f

o

u

n

d

a

t

i

o

n

y

e

a

r

s

n

u

r

s

e

r

i

e

s

Foundation Years Nurseries is a mobile free zone; this is applicable for all service users.

Staff must not use mobile phones during working hours. Staff will challenge parents/carers or visitors to the nursery if they are in the building whilst using a mobile phone.

This is to ensure the safety of the children in the nursery.

**To ensure the safety and welfare of the children in our care the following procedures are followed;**

* Staff and students mobile phones are to be kept in their personal lockers.
* Personal calls are to be made during break times, or before or after work
* Staff are to inform their next of kin that they can contact the nursery office in case of emergency.
* During outings designated staff are permitted to carry mobile phones for health and safety reasons.
* Supply staff and student placements are made aware of the procedures for mobile phone use during their induction.
* In extreme cases of emergency staff may be permitted to retain their phones for a limited period, at the discretion of the Manager or Deputy.
* All staff have a duty of care and must notify the manager

If they have any concerns regarding inappropriate or misuse of mobile phones by staff. Any breach of protocol could result in disciplinary procedures.

If you have any concerns regarding this policy please discuss them with the manager.