



# Bumble Bees Day Nursery & pre-School

## Personal Mobile Phone Usage Policy

Our personal mobile phone usage policy is designed to ensure the safety and welfare of the children in our care.

To achieve this no staff member is permitted to use their personal mobile phone within the setting without the permission of a manager or for anything other than an emergency.

We will support this policy in the following way.

- All mobile phones will be kept in a secure place during a staff members contracted working hours.
- The use of personal mobile phones by staff will only be permitted during formally agreed breaks. Any such calls must be made outside of the setting room.
- If a staff member has a personal emergency, the manager will give them permission to take or make this on the setting's phone.
- Exceptionally, with the permission of the manager, a staff member may be permitted to take or make an emergency call on their own mobile phone outside of the nursery setting.
- Staff members must ensure that the managers are provided with up to date contact information and that their friends and family are aware of this policy.
- During formal organised nursery outings, nominated staff will have access to a personal mobile phone. This may be used for emergency purposes only.
- Any staff member who does not comply with this policy will be subject to disciplinary action.

Policy Updated January 2023