



## **Mobile Phone Policy**

Staff may not carry or use their personal mobile phones or tablet devices whilst working in the setting. When entering the premises, employees are required to store their mobile phones in a designated safe and secure area within the office. The setting telephone number should be given out to be used as an emergency contact for staff.

Staff are allowed to use their mobile phones and tablets during breaks away from the children and rooms. i.e: In the staff room, and outside the nursery grounds.

Staff may not use any camera facility on their mobile or tablet device during a session.

All mobile phones belonging to parents, visitors, and tradespersons must be signed in and out upon entering and leaving the premises. They are to be securely stored in a designated area within the office for the duration of their visit due to safeguarding the children within our setting.

When parents are collecting their children from the setting they are reminded not to use their mobile phone whilst in the building.

Date this policy was reviewed:

Date this Policy was updated:

Name and Signature: