

Thorpe Willoughby Childcare Centre



Rules on Use of Personal Phones

The setting accepts that employees will bring their mobile phones to work.

As a general rule, employees are not permitted to make or receive calls/texts during working hours as this inevitably impacts on work time.

Staff should ensure that mobile phones are left in the office and turned off or on silent at all times.

In the event that an employee has a particular emergency / reason for a specified call, which is out-with their break / lunch times, then they may request via the Management team that they make or receive a call from the setting's phone.

If staff are witnessed using their mobile phones, whilst in the playrooms, kitchen, toilets etc, this will lead to disciplinary action.

Staff are not permitted to use recording equipment on their mobile phones AT ANY TIME, For example: to take photographs or videos of nursery children.

LAST UPDATED / REVIEWED ON:	SIGNATURE
Policy Created: 16-06-20	Tracy Maddison Acting Manager 30.06.2020
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