



## **MOBILE PHONES POLICY**

### **Nursery Staff and Students**

Mobile phones and tablets must not be used during working hours.

Nursery staff must be completely attentive during their hours of work to ensure all children in York Childcare (YC) nurseries receive good quality care and education.

Staff must adhere to the following:

- Mobile phones must be stored safely in staff lockers at all times during the hours of the working day and must be turned to 'silent'.
- Mobile phones must only be used on a designated break and then this must be away from the children.
- Staff must not walk through rooms with their mobile phones in their hands where children are present, even if they are off duty.
- During outings, staff will use mobile phones belonging to the nursery. Staff may take their personal phones with them on outings but they must only be used in case of emergency (eg if the nursery mobile does not have sufficient signal strength).
- Photographs must not be taken of the children on any phones, either personal or nursery owned.

If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

### **Parents and visitors use of mobile phones**

Parents and visitors must not use their mobile telephones whilst in the nursery, except for emergency situations, including when collecting or dropping off their children. Parents and Visitors will not be admitted if they are using their mobile phone on arrival.