



MOBILE PHONES POLICY

Nursery Staff and Students

Personal 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.

Nursery staff must adhere to the following:

- Mobile phones and tablets 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 and tablets 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 or tablets in their hands where children are present, even if they are off duty.
- Staff are asked not to take personal telephone calls on work telephone lines from family and friends, except in case of emergency so that telephone lines remain accessible.
- During outings, staff will use mobile phones or tablets 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. Staff will only use nursery tablets to take photos of children.

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

Managerial and Administrative Staff Working in Offices

- Personal mobile phones and devices may be kept to hand but must not interfere with operational processes. Staff are asked to keep their ringtones on a quiet mode and to move away from their workstation if it is necessary to take a personal call at work, to avoid interrupting the work of others.
- Staff are asked not to take personal telephone calls on work telephone lines from family and friends, except in case of emergency so that telephone lines remain accessible.
- Personal use of social media should be limited to official break times.
- Personal mobile phones and devices must not be used at times when children are present in the offices.
- Personal mobile phones and devices must not be used to access work emails as the data held falls within the scope of data protection regulations.

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, Contractors and Visitors use of Mobile Phones

Parents, contractors 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, contractors and visitors will not be admitted if they are using their mobile phone on arrival.

Parents, contractors and visitors to the offices may use their personal mobile phones in accordance with the points outlined in “Managerial and Administrative Staff Working in the Offices”.

Work Mobile Phones

A mobile phone has been purchased for each nursery so there is always one on hand in case of emergency and which may also be used for trips and outings. The Nursery Manager is responsible for ensuring that it is charged up and has sufficient credit to enable its effective use. Some senior managers may be issued with a work mobile phone to prevent the need for them to reveal personal details to work-related contacts.

Work mobile phones must be PIN protected at all times to remain compliant with data protection regulations. The PIN must be stored securely in accordance with York Childcare’s IT policy.

It is acceptable to adjust the settings on a work mobile phone so that work emails can be accessed from it. Staff who are issued with work mobile phones are not expected to respond to work emails at times when they are not working.

Mobile phones remain the property of York Childcare and may be recalled to the office on request at any time for monitoring purposes.

Staff must not use work mobile phones to make personal calls except in an emergency.