



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:

- Personal mobile phones and tablets must not be taken into rooms under any circumstances. Devices must be kept in bags / pockets when walking through rooms to reach staff rooms.
- 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.
- Personal mobile phones and tablets must be stored safely in staff rooms, ideally lockers, at all times during the hours of the working day and must be turned to 'silent'.
- Personal mobile phones and tablets must only be used on a designated breaks and then this must be away from the children.
- Staff are not permitted to check their personal devices throughout the day. If an urgent call or communication is expected staff may request to leave their device in the setting office at the discretion of the Manager.
- Staff are not permitted 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 only be taken of the children using nursery owned mobile phones or tablets.
- York Childcare recognises the importance that smart watches can bring to staff members wellbeing and therefore the wearing of these is permitted. While on setting premises, devices are to be in aeroplane mode or only have the ability to receive personal health notifications. They are not to be used to access messages or phone calls on nursery premises during working hours.

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 should 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 should not be used to access work emails as the data held falls within the scope of data protection regulations. Under prior agreement, it may be permitted for the senior office team to use personal devices to access work related correspondence and phone calls. Permission must be obtained in writing from the appropriate line manager and photos should never be taken on personal devices.

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 setting, except for emergency situations, including when collecting or dropping off their children.

Parents, contractors and visitors will be asked to end any phone call and cease use of their mobile device before entering setting premises, 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

Staff with company owned devices are required to have the phone operating system app downloaded onto their device.

Company owned devices must be switched on at all times during the post holders working day. If the post holder is in a meeting the device should be set to silent.

A mobile phone has been purchased for each setting so there is always one on hand in case of emergency and which may also be used for trips and outings including school walks for club settings. The setting 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.

Business Support staff with allocated work mobile phones are permitted to take photos of the settings, internal and external for work related purposes with prior agreement from the CEO under the condition that no children or staff are within view. All efforts will be made for photos to be taken at times where children are not present.



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 for personal use except in an emergency.