

Crossroads Nursery Mobile Phone Policy

Crossroads Nursery has a culture of safety in which the children and employees are protected from abuse, harm, and distress. We, therefore, have a clear policy on the acceptable use of mobile phones that is understood and adhered to by everyone: employees, children, and parents.

Abiding by the terms of Crossroads Nursery mobile phone policy ensures that we all:

- Protect children from harm and abuse
- Prevent employees from being subject to false allegations
- Help employees remain focused on the care of children
- Work in an open and transparent environment

Employee use of mobile phones

Employees who bring mobile phones into the setting do so at their own risk and are advised to ensure that they have an access code in place and are insured. Any mobile phones belonging to employees will be kept in the office during working hours and must be on silent or vibrate mode. Ringers are only permitted in an emergency situation.

If an employee needs to make an urgent personal call, they can use the setting phone or make a personal call from their mobile from the office (this must be agreed with the manager and only when ratio requirements have been met which allow the employee to be released). If an employee has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from the manager on site. However, where possible, employees should ask that any urgent calls be directed to the setting landline number.

Under no circumstances may employees use their personal mobile phones to take photographs at the setting during working hours. Employees found with photographs of children in the setting on their phones will face disciplinary action.

Children's use of mobile phones

Due to the age of the children in our setting, no pupil mobile phones should be on site.

Parent's use of mobile phones

Parents take mobile phones into Crossroads Nursery at their own risk. Express instructions will be given by Nursery staff during events about taking photographs and videos. Parents will not share photographs on social media unless they have been given express permission to do so by other children's parents.

