

# Mobile Phone Policy

## Parents and Visitors Mobile Phone

We would request that parents refrain from using their mobile phones to make calls or take photographs whilst on the premises, not only to ensure the safeguarding of the children but also to allow them to give full attention to the handover that is taking place.

Wherever possible visitors to the setting are requested not to use their mobile phones and will not be permitted to take any photographs using their phones.

## Staff's Personal Mobile Phone

- The use of personal mobile phones is prohibited within the setting and must not be used unless on a designated break within the office or staff rooms, before or after working hours
- The only exception to the above is where a mobile phone is used as part of the school collection duties or for specific outings arranged with the children – these should always be with permission from the Manager and any calls made must be for the purpose of work and no social calls may be made
- Mobile phones should be stored safely in a lockable cabinet/draw provided in the office at all times throughout the working day.
- All staff must sign their mobile phone In & Out each time they store or remove their mobile phone using the Mobile Phone Signing In & Out Book. (SD13.6a)
- Mobile phones are not permitted to be used to take photographs of the setting, staff, children or parents
- Where mobile phones are used to access the internet during lunch breaks, please note that they must not be plugged into the setting electricity supply whilst accessing any live TV broadcasts as this would contravene the TV licensing laws
- All students and work experience placements will be required to lock their mobile phones in the designated lockable cabinet/draw for this purpose.
- All agency and temporary staff cover will be required to lock their mobile phones in the designated lockable cabinet/draw for this purpose.

## Company Mobile Phones

This policy is related to the use of company mobile phones and to the use of staff's own mobiles for the purpose of work calls. Where a journey is being carried out for the purpose of work a company mobile phone may be used for the purpose of communication with the nursery, head office staff, training centre, school etc.

There are currently site company mobile phones which are as follows:

Studley Site	07949 030080
Wigwam Site	07932 086311
Tricia	07957 133437
Emma	07757910655
Sue	07983 614341

Each phone has 'free time' and calls do not cost anything up to their limit, with the exception of premium numbers, directory enquiries, international texts and most 0845/0870 and 0800 numbers which are charged. There is generally no need to limit length of calls as these times are unlikely to be used each month.

Each phone contains all the site numbers and the other company mobile numbers. It may be that those staff members who use their own phone regularly may add their numbers into these company mobiles.

In order to use a multi-user company mobile phone it needs to be 'signed out' at the office. Once it is signed out then the responsibility for calls on that phone is with the staff member who has signed for the phone. Once the phone is finished with it will need to be 'signed in' on the same sheet. If any unauthorised calls or texts are found on the phone bill then these will be investigated. The cost of any unauthorised chargeable calls must be paid for by the 'signed out' user, unless they can prove another person was using it. If the phone was found not to be signed out then disciplinary action may need to be taken against all users.

Where phones are allocated to individual staff members (as part of their job) on a permanent basis the same applies to the cost of unauthorised calls. However, it is recognised that a mobile phone can become the main form of communication and a limited number of personal calls may be made in an 'emergency' or domestic arrangement capacity. However, excessive use of the phone for personal calls is not permitted, this includes lengthy, casual chats and calls at premium rates and to other chargeable numbers. Not only does excessive time engaged on personal calls lead to loss of productivity, it also constitutes an unauthorised use of the company's time. If the company discovers that the phone has been used excessively for personal calls, this will be dealt with under the Company's disciplinary procedure and the employee will be required to pay the Company the cost of personal calls made.

An acceptable usage of five minutes of personal calls per working day can be made. These should be made so as to cause the minimum disruption to work.

If staff members use their own phone for work calls e.g. on school runs then they are able to claim the cost of these calls back. A copy of the phone bill, with calls highlighted, should accompany their claim on an 'Expenses' claim form (same as a petty cash form).

### **Disciplinary Action**

Employees whose conduct breaches this policy in any way will be subject to disciplinary action in accordance with the setting's disciplinary procedure up to, and including, dismissal.

### **Review of Policy**

This policy is reviewed annually.

Review date – October 2021