

BEAMINSTER PLAYGROUP

MOBILE PHONE POLICY

AIM

To ensure the appropriate management and use of mobile phones by staff, parents/carers and all visitors to the Playgroup.

PROCEDURES

Staff are not permitted to use their personal mobile phone during working hours, unless in exceptional circumstances and with the authorisation of the Manager. If a personal mobile phone needs to be used then this should be done in a designated area that has been agreed by the Manager.

Staff, including the Manager, are not permitted to use their personal mobile phone for contacting parents or carers unless it is an emergency.

All personal mobile phones must be stored in a safe and secure designated area. Any personal items that are left in this designated area are left at their owners risk.

All staff, parents or carers and visitors to the Playgroup will be advised that their mobile phone should not be used on the premises, both inside the building or in outside areas.

Parents or carers are expected to follow the guidelines set out in the 'Photography Acceptable Use Agreement' when using their mobile phone to take images of their children at group events.

All individuals who bring their mobile phone into Playgroup must ensure that they hold no inappropriate or illegal content.

The Playgroup holds a mobile phone to be used when we are evacuated, during fire drills or when we are away from the premises on an outing or group walk. In any such case parents may be contacted via this mobile phone in an emergency.

Staff are permitted to use and receive calls through the landline in the case of emergencies and with the agreement of the Manager.

The Manager will use her personal mobile phone as a back up facility should the landline facilities be unavailable or during trips or visits out of Playgroup.

All staff, including the Manager, who are required to drive on behalf of the Playgroup will ensure that their personal mobile phone is switched off whilst driving.