

1.4 MOBILE TELEPHONES AND CAMERA PHONES

Teddy Bears Pre-school operates a Mobile Phone Policy to ensure that mobile phones are used appropriately while employees are at work. (Also see Rota Day Policy).

Employees and visitors to the setting, including parents and carers, must ensure that personal mobile phones are not carried about their person during working hours.

Personal mobile phones must be switched off during working hours, although can be used outside of the premises.

A mobile phone solely for the use of staff, in case of fire, will be stored along side the landline.

Staff may give the pre-school's number as an emergency contact.

Where trips are taken outside of the school, staff may use their personal mobile phones, which are fully charged and switched on for the duration of the trip. Staff will be reimbursed for any use associated with the trip.

This policy was adopted by: Teddy Bears Pre-School

On: 19th February 2015

Review date: November 2016

Signed on behalf of provider: Signed 10th December 2015

Name of signatory: Karen Ashcroft

Role of signatory: Chair