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Mobile Phone Policy (including Blackberry’s and other mobile device)

Staff

To ensure the safety and welfare of our staff and children, Wavertree Christian Community Centre, will operate a mobile phone use policy which stipulates that personal mobile phones cannot be used when in the presence of children, on premises or outings.

This policy applies to all staff including those who are not employed to work directly with children.

Wavertree Christian Community Centre request that:

• All mobile phones will be kept in a secure place throughout all contact time with the children and whilst using public areas of the building.

• Where staff lockers are available, staff may retrieve their phones at the end of the shift or alternatively, where staff lockers are not available, mobiles phones will be stored in a safe location as determined by the nursery manager (lockable cupboard at side of the reception desk) and will be returned to staff at the end of their shift or upon request during a break.

• Mobile phone calls may only be taken at staff breaks or in staff members own time once the shift has finished. Calls may only be taken within the designated areas i.e. reception area and outside (provided there are no children in these areas).

• Staff who have a personal emergency are free to use the settings phone or to make a personal call from the mobile phone in the designated staff area of the setting. Staff that have a personal emergency will be supported by their manager in using the settings phone in an environment that supports their privacy.

• All staff will need to ensure that managers have up to date contact information and that their own families are aware of emergency work telephone numbers. This is the responsibility of all individual staff members.

• All staff agrees to and signs the mobile phone policy. If this policy is not adhered to, disciplinary procedures will be followed (please refer to disciplinary procedure)

• Staff who have concerns about inappropriate use of a mobile phone or other handheld communication device should raise their concerns with the designated Safeguarding Officer.

Outings

• Where children are taken on outings, trips and excursions and staff require use of a mobile phone ( in case of the need for emergency use or to maintain contact with the childcare setting), the setting should provide a telephone or mobile communication device to ensure that staff are not required to use their own personal device.

**This policy is reviewed annually by Wavertree Christian Fellowship Nursery and Pre-school.**