



## Moor Park Early Years Mobile Phone Policy

We believe our staff should be completely attentive during their hours of working to ensure all children in the setting receive good quality care and education. Therefore, staff mobile phones are not to be used during working hours.

### Staff must adhere to the following:

- Mobile phones are not to be used during working hours except for emergency use only on school trips/walks.
- Staff mobile phones can only be used on a designated break, and this must be in the staff room or away from the children.
- In case of emergency staff may give out the following numbers: Moor Park (01584 876061 or 01584 872342) or Tick Tock (01584871510).
- Mobile phones should be always stored safely in a locked cupboard during the hours of the working day.
- No photographs should be taken of the children on any personal mobile phones,
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.
- School Mobile phones are clearly labelled on the back of the phone.

Reviewed: September 2023  
Reviewed by: Mrs Nicola Marshall  
Authorised by: Mr Brendan Brady