

HARPOLE DAY NURSERY

Mobile Phone Policy

Nursery Rules on Use of Personal Phones

The Nursery accepts that employees will bring their mobile phones to work.

As a general rule, employees are not permitted to make or receive calls/texts during work time as this inevitably impacts on work time.

Staff should ensure that mobile phones are turned off or on silent at all times while on Nursery premises. In the event that an employee has a particular reason for a specified period of time, they may request via their manager that they leave their phone on during working hours.

Staff are not permitted to use recording equipment on their mobile phones, For example: to take photographs or videos of nursery children.

Signed on behalf of the nursery

Date