



Mobile Phone Policy

1. Introduction

At The Kids Village, we are committed to creating a safe, secure, and focused environment for both children and staff. This Mobile Phone Policy is designed to protect children's privacy and well-being while maintaining a professional atmosphere for our staff. The policy outlines acceptable use of mobile phones during working hours to prevent distractions, maintain confidentiality, and promote a high standard of care.

2. Purpose

The purpose of this policy is to:

- Protect the privacy and safety of children, staff, and parents/carers.
- Ensure staff remain focused on their duties and the children in their care.
- Prevent any potential misuse of mobile phones in relation to child protection.
- Set clear boundaries regarding personal use of mobile phones during working hours.

3. Scope

This policy applies to all staff, including permanent employees, temporary staff, volunteers, and contractors, who work at The Kids Village

4. Guidelines

- Staff are required to always leave their phones in the Staff Room whilst working.
- Staff will get a 1-hour lunch per day and may use their phones in the Staff Room only, or upon exit of the building during their break time. They may not walk with their phones in their hands through the nursery and must be placed in a jacket pocket, trouser pocket or handbag until they have exited the building completely.
- Staff are not permitted in any circumstance to have their phone on them whilst working and we operate a strict rule that, if broken, the employees' contract will be terminated immediately. The safety and education of the children at the nursery are paramount to the company and we will not tolerate this.

9. Exceptions

In rare cases, we understand that staff may have family or medical emergencies where they may need to be contacted by a member of staff. We will provide the Nursery Landline number to employees to share with their families for these times.

Abuse of the company landline:

In instances where family members/partners are abusing the use of the company landline and using it for non-emergency purposes – necessary disciplinary action may be taken on the employee as this distracts from our nursery ratios and our children's care and education.

10. Staff Responsibilities

- **Compliance:** All staff must comply with this Mobile Phone Policy. Staff members should discuss any concerns or issues they have with their manager.
- **Reporting Violations:** If staff observe any misuse of mobile phones or inappropriate behavior regarding mobile phone usage, they should report it immediately to their line manager.

11. Review of the Policy

This policy will be reviewed annually to ensure that it remains relevant and effective in safeguarding children and maintaining a professional environment at the nursery.

12. Conclusion

The Kids Village is committed to ensuring the safety, privacy, and well-being of the children in our care. This Mobile Phone Policy has been designed to help create a focused, professional environment for both staff and children. Staff must always exercise good judgment when using mobile phones and ensure that their primary focus remains on the care and safety of the children.

Signed by:

Megan Rankin

Director

16/03/2025