

Evidence of link to Regulations (ECSNR):

Evidence of link to NQS:
1.3, 1.4, 3.2

Mobile Phones in the Workplace

Version	Date	Author	Change Description
1	March 2015	Sharon Hales	New policy and procedures
2	June 2017	Sharon Hales	Review and update
3	March 2018	Sharon Hales	Review and update

Policy Objective

For mobile phones not to be used for personal use during work hours

Rationale

Using personal mobile phones and taking personal calls, messages, email and accessing Facebook puts the children, in your care, at risk because your attention is focused elsewhere.

Procedure

Personal mobile phones should not be used in the work-place while you are on the floor and responsible for the children in your care. Your focus and attention is needed to assist in our daily operations and in the. Please refrain from taking any personal calls, text messages, e-mails or accessing Face Book etc during work hours. If you need an exception granted, you must first receive permission from your Director or Certified Supervisor.

Medowie Gumnut Preschool understands there will be times when employees have to accept personal calls, in order to facilitate these calls and not compromise care all personal calls must be directed through the manager. Staff should give their managers contact telephone number to next of kin, for emergency calls to ensure the continuity of care.

Medowie Gumnut Preschool aims to ensure that employees are not distracted, thus compromising the safeguarding of children and other staff in the club by prohibiting the use of mobiles in the workplace. Due to the ratio of staff to children and Medowie Gumnut Preschool Child Protection Policy, it is a safeguarding issue if employees are using mobile phones whilst overseeing children.

Medowie Gumnut Preschool wants to ensure their practices safeguard children, parent/carers, staff and professionals working at the service. Failure to follow this policy and procedures may result in dismissal.

Policy Written by: Sharon Hales	Position: Auth Provider, Nominated and Certified Supervisor.	Date: June 2018
Approved by: Staff and families	Approved Date: June 2018	Next review date: June 2019