



The Granary Nursery School
Hill Farm, Framlingham, Suffolk, IP13 9SA
Tel: 01728 621105
Company No. 07845785

Mobile Phone Policy

Reviewed 07.07.15

We accept that staff, volunteers and visitors will bring mobile phones to our setting. However, in line with safeguarding best practice, the following procedures will apply.

- Staff, volunteers and visitors are not permitted to use any recording equipment on their personal mobile phones.
- Staff are not permitted to use personal mobile phones or to make or receive calls or texts within the classrooms during working hours and may only do so in the office with consent from Senior Staff. Staff are able to give out the Nursery's landline number so that they can be contacted in an emergency.
- Staff will be asked to leave their personal mobile phones in a secure area for safekeeping. Volunteers and visitors may also be politely asked to leave their personal mobile phones outside of the play areas.
- If a member of staff has a specific need to keep their phone with them on a particular occasion, prior permission must be sought from the Nursery Proprietor or Head Teacher.
- We recognize that some visitors may need to keep their mobile phones with them. Visitors will not be left unsupervised with children.

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Proprietors: Mr. and Mrs. M Green B.A. Hons, P.G.C.E
Head Teacher: Mrs Linda Gray B.Ed.Hons