



## **SECTION 4**

### **STAFFING POLICIES**

#### **4.12 Mobile Phone Policy**

The Gums Childcare Centre recognises that staff may need to have access to mobile phones during the working day. However, there are guidelines surrounding this to ensure that mobile phone usage remains appropriate at all times.

##### **Ensuring the Safe and Appropriate Use of Mobile Phones**

The Gums Child Care Centre allows staff to bring in mobile phones for their own personal use, however, the following guidelines apply:

1. Mobile Phones must be kept in individual's lockers when not in use, on silent and are not to be taken into the indoor or outdoor play spaces but may be used in areas where children are not present. eg. Planning room.
2. Mobile Phones or devices should not be brought into meetings or workshops.
3. Wearable mobile phone technology such as watches, should have the phone and message function turned off while at work, as they are a distraction when messages / phone calls come through.
4. Staff must carry their mobile phones on regular outings and excursions as per the Excursion Policy. Calls should only be taken and made for work purposes during these times.
5. Photos of children can be taken on a mobile phone, belonging to a member of Staff, however they must be transferred to an iPad or computer belonging to The Gums, within one week and then be deleted from the phone.
6. Educators, when appropriate can take notes on their phones while on a regular outing.
7. If staff need to be contacted during the day, they can be contacted on The Gums Childcare Centre phone. If it is an emergency, the phone will be taken into the room of the staff member, the emergency relates to, if not, a message will be taken and can be returned during breaks.
8. Staff must ensure that there is no inappropriate or illegal content on their device.
9. Educators mobile phones will be covered for insurance purposes if damaged while on excursion or a regular outing.

##### **Use of Mobile Phones for Volunteers and Visitors**

Upon their initial visit, volunteers and visitors will be informed that they are not permitted to use their mobile phones in either the indoor or outdoor play space. If they wish to make or take an emergency call, they may use either the staffroom or office.