

Mobile Phone Policy

To ensure the safety and welfare of the children in our care we operate a mobile phone policy which stipulates that personal mobiles cannot be used in the presence of any children in our care at any time.

Artisans Phones

Artisans has four company telephones held by Ruth M, Sarah, Georgie, Claire. The numbers for these phones are provided in all our literature to parents and new staff.

These phones are available for the use of any staff member for calls relating to their duties within Artisans, during their working hours. They are also available to any staff member who experiences a personal emergency whilst at work and needs to contact others.

Phone calls should be made and taken only when the adult concerned is not directly responsible for any child for the duration of the call, i.e. it is necessary to check that the absence of your attention from the setting is not compromising the safety or care or educational standards for the child at the time.

Parents need to appreciate that this is our first duty and that in the majority of cases they will need to leave a message and wait for us to return their call at an appropriate time. Artisans undertakes to check the messages left at regular intervals throughout each working day.

Artisans has a fifth phone. This is the emergency phone and is carried by a staff member during all operational hours. This phone **MUST** be answered whenever it rings. The number for this phone is available only to staff, who in turn may pass it on as a contact number for their dependents and immediate family whilst they are at work. This phone must never leave the premises (unless taken on an outing) and it is the responsibility of senior staff to ensure it is always charged.

It is the responsibility of individual staff to ensure that this number is provided to those that need it and that its use only as an emergency contact point is understood.

Staff calling Artisans must consider whether their call requires an immediate response before using this number and in all other circumstances should call an alternative number.

The camera functions on all Artisans phones will be blocked. This will be achieved by the application of a permanent sticker signed by Ruth Martin across the lens which will show evidence of tampering if it is removed.

Artisans phones do not have internet access.

Personal phones

All personal mobiles must be kept in the staff only area of Artisans at all times.

Personal calls may only be made during breaks and exclusively in the staff only area or off the premises.

Use of a personal mobile outside of these conditions will result in disciplinary procedures.