



Busy Bees @ LPS – Mobile Phone Policy

Busy Bees @ LPS operates a mobile phone policy to ensure that mobile phones are used appropriately by employees at work and visitors are in this setting. This policy applies to the Committee, employees, parents and carers, students, visitors and volunteers.

Busy Bees @ LPS has a specific mobile phone used for work purposes. This is only used to call or text parents during a session. It does not leave the premises.

The guidelines we work to are as follows:

- Personal mobile phones belonging to employees, Committee, visitors, students etc must remain in the office throughout the session or duration of the visit. Mobile phones do not need to be switched off and can be checked in the office at lunchtime. In case of an emergency, staff are advised to give out the landline number so they are contactable (01531 248 087)
- Parents and other visitors are not permitted to use their mobile phone whilst on Busy Bees premises. We have posters on the front and back doors to indicate this and it is also mentioned in our Welcome pack. Parents using their mobile phone on the premises will be asked to put their phone away immediately.
- When we host stay and play sessions or events such as Sports Day, it is strictly prohibited for parents and other family members to take a photo or video of children attending Busy Bees @ LPS unless the Manager has sought prior permission from all other parents whose child may appear in the photo/video.

Any staff, students or volunteers who are non-compliant with this procedure will be subject to disciplinary action.

This policy was adopted on	
Signed on behalf of the preschool	
Date disseminated to staff	
Date for review	

