



# Mobile Phone Policy

## Employees

The Oasis accepts that employees will bring their mobile phones to work. Staff may leave their mobile phones on during working hours, provided they remain in the staff room and turned on silent.

Staff mobile phones **MUST NOT** be carried on the person. For security reasons, all valuables, including mobile phones should be kept in the staff lockers or staff personal trays.

Staff are **ONLY** permitted to use their mobile phones in the staff room during lunch breaks.

Employees are not permitted under any circumstance to use recording equipment on their mobile phones, ie. camera/video facilities, whilst on the Oasis Childcare Centres' sites.

Staff must not connect any personal devices, i.e. mobile phones, cameras, IPad's or laptops, to the settings WiFi.

The setting's landline number should be used as the main point of contact for staff in an emergency.

The use of mobile phones being carried on a person or used outside of the staff room will result in disciplinary action.

## Parents and Visitors

Parents and visitors are not permitted under any circumstances to use their mobile phones in the learning rooms. We ensure that all settling parents and visitors/volunteers helping in the learning rooms have any mobile phones, bags or any other personal possessions safely locked away in the office.

Disciplinary procedures will be followed if staff do not adhere to the regulations set out in this policy (please see Disciplinary Procedures).

Adopted by The Oasis Management Committee on: 07.08.2024  
Representative of Management Committee Signature: Lorna Tudge  
Review Date: August 2025

