



**LADYBIRDS**  
NURSERY

## *Personal Telephone Calls*

### *Employment*

#### *Policy statement*

If you need to make a short personal emergency telephone call you may use the phone in the office as long as permission has been sought by management.

Staff are NOT permitted to go into the staff or locker room at their own discretion and use their mobile phones. Any staff member doing so will receive disciplinary action.

Staff are NOT permitted to use the land line telephone in their room for anything other than communicating internally or dialling 999 in the event of an emergency. Any staff member found using the land line for the own personal use will face disciplinary action.

You may not receive personal telephone calls unless it is an emergency. If anyone does ring the nursery asking for a member of staff for a personal reason, they will be asked to leave a message which will be passed onto you. You may then return the call at a time that is convenient to the nursery.

#### *Covid-19*

*If any staff member receives a telephone call during the day, and they access the call on their lunch break, from an NHS health care professional, stating that they have been in contact with someone who has tested positive from coronavirus they must come immediately to the office and alert the managers.*

*They must then do exactly as the health care professional asks.*

Issue Date January 2016

Date to be reviewed January 2017

Review Date May 2017

Date to be Reviewed May 2018

Date Reviewed May 2018

Date to be Reviewed May 2019

Date Reviewed April 2019

Date to be Reviewed April 2020

Date Reviewed June 2020 (with additional Covid-19 information)

Date to be Reviewed August 2020

Date Reviewed

The policy will be reviewed sooner than the review date should any new information be obtained.