



## Mobile Phone/Devices Policy

### Definitions

Mobile Devices include, but are not limited to:

Laptop computers and netbooks, Tablet devices, Smartphones, Wearables etc. Portable storage such as removable hard drives, USB memory sticks and data cards. Portable audio visual equipment including data projectors, cameras etc

Following the devastating abuse of children in the news, we have a new policy on the use of mobile phones/devices. Any member of staff with a mobile phone/device at Pre-School must leave it in their personal lockers in the old kitchen at all times. It is imperative that management know where the staff mobile phones are at all times. Therefore, this is the most sensible and effective way to ensure the safeguarding of our children. Mobile phones and devices should be left in full view inside the lockers.

All rota helpers must sign in the visitor's book and then put their mobile phone on the designated window sill in full view of everyone.

As a general rule, employees are not permitted to make or receive calls/texts during sessions, as this inevitably impacts on work time.

Staff should ensure that mobile phones/devices are on silent at all times while on Pre School premises.

In the event that an employee has a particular reason for a specified period of time, they may request via their manager they leave their phone on during working hours.

The Pre-School staff are encouraged to give the Pre-School landline number to their families in case of emergencies. 01237 478175

Staff are not permitted to use recording equipment on their mobile phones/devices. For example; to take photographs or videos of Pre School children.

If photographs need to be taken in a bathroom i.e. (photographs of children washing their hands) then management must be told and staff supervised whilst carrying out this kind of activity. This would only ever be done using a designated Pre-School camera.

All cameras in the Pre-School including those on staff mobile telephones can be subject to scrutiny at any time by the safeguarding officers. Janine Shambrook and Angela Colley

Any staff member, volunteer or student found to be non-compliant with this policy would face disciplinary action.

Use of personal mobile phones/devices is restricted to lunch breaks only. All authorised use of mobile phones whilst children are present will be monitored and recorded

The Pre-School Leaders mobile is kept on the desk in full view of everyone, it is used as a work mobile as well as a personal mobile. Staff, Committee and Parents are able to contact the Pre-School Leader in and out of working hours on this mobile 07581550714. The Pre-School Leader is able to use this mobile to text parents and carers and to receive and send emails. It is also used to update the Pre-School Facebook page. The

mobile should always be used in full view of everyone. This mobile is also used on trips out for emergency purposes.

This policy was adopted at a meeting of Abbotsham and Alwington Pre-school

Held on (date) \_\_\_\_\_

Signed on behalf of the Pre-school \_\_\_\_\_

All policies are reread at least annually, updated if necessary, and signed at our Annual General Meeting.