



Mobile Phone Policy

We understand that people may have mobile phones and other technological devices within their personal belongings. We recognise that personal mobile phones and technological devices have the potential to be used inappropriately and therefore the setting has implemented the following policy. To ensure the safety and welfare of our staff and the children in our care, we operate a personal mobile phone policy which stipulates that mobile phones cannot be used in the presence of children on the premises or on outings. Statutory regulation The Early Years Safeguarding and Welfare Requirements (para 3.6) require all educational settings to have a clear policy on the use of mobile phones and devices.

This section applies to all staff and volunteers, including those who are not employed to work directly with the children:

- All mobile phones will be kept in a secure place throughout all contact time with the children.
- Staff who have a personal emergency are free to use the setting phone, or to make a personal call from their mobile phone in the kitchen area as long as child ratios are secure.
- All staff will need to ensure that the managers have up to date contact information and that their families are aware of the work telephone number.
- Staff who have concerns about inappropriate use of a mobile phone or other hand held mobile communication device should raise their concerns with the Designated Safeguarding Officer.
- If the children are taken on an outing, staff may use their personal mobile phone (to use for calls, text messages and to use Family ONLY). Staff members should not access their personal mobile phones during a trip for any other reason except in the event of an emergency.

- If it is suspected that a staff mobile phone or technological device may contain unsuitable material, the nature of the material should be documented and the Designated Safeguarding Lead would be informed. The process outlined in the Safeguarding Policy will be followed, including taking advice from external agencies (e.g. police, LADO) as appropriate.
- Staff must also exercise caution when using mobile phones and technological devices outside of working hours. This includes the accessing of social networking sites being aware of the potential risks to themselves and others. This includes not contacting or accepting requests on social media sites from parents or pupils and ensuring their own privacy settings are robust.
- If a staff member has the Family app loaded on their personal phone, they must not allow others outside of the organisation to use or view it.
- Staff may need to use their personal mobile phone to contact the emergency services or to contact parents in the event of an emergency. This will usually be restricted to the personal phone of a manager.

Electronic devices may be used to capture images of children. These images may be used to document learning and development or capture special moments. Devices are never used in changing areas or restrooms and are never used to compromise the privacy or dignity of a child.. Only staff members are authorised to capture images of children who attend the setting.

Devices are password protected and stored securely when not in use. Devices are only accessible to authorised staff members.

Staff are trained on the importance of respecting children's privacy. Staff must not share images within the parents/carers written consent.

Use of personal mobile phones, cameras and technological devices by others (this may include children, parents, visitors and contractors):

- All visitors to Pavilion Preschool are asked not to access their mobile phones for the duration of their visit. They would only be allowed access to these away from children and when in the office and under supervision.
- We would advise all visitors to supply the main office number for use in an emergency, as all mobile phones would be locked away for the duration of their visit.
- Parents and visitors to Pavilion that are seen with mobile phones on display whilst moving around the premises, (including during drop off and collection times) would always be challenged and asked to remove these from the premises immediately.
- Electronic devices may be used by children for education purposes and only in a way that enhances the learning environment. Devices are only used under supervision of designated staff members. Staff are responsible for overseeing the use of devices during activities and preventing misuse.

Written consent is sought from parents/carers regarding the use of electronic devices to capture and share images of their child. This information is held on Family and can be updated as necessary.

Parents and carers are informed that whilst they can take pictures and videos of their OWN children during a performance these are not to be shared on social media sites and they are for their own personal use. Permission will be sought, prior to any performances, from parents and carers of all children taking part, for agreement to a recording take place i.e. in the event of a video being produced. If permission is denied, then this would be made clear to all parents before the performance took place.

This policy was reviewed in February 2024

This policy will be reviewed annually or as required.

Signed by the Chair of Trustees

Signed by the Pre-School Manager:

Signed by the Clubs Manager: