



## 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 3.4) require all schools to have a clear policy on the use of mobile phones and devices.

This policy 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 will use the Pavilion Preschool mobile phone (to use for calls and text messages ONLY) which all Trip Leaders take with them to use. This is monitored and checked on a regular basis by the Management Team to ensure appropriate usage and that it is in full working order.
- Staff members should not access their personal mobile phones during a trip and in the event of an emergency the office would be able to contact them via the preschool mobile.
- 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.

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 the school that are seen with mobile phones on display whilst moving around the school, (during drop off and collection times) would always be challenged and asked to remove these from the premises immediately.
- 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 school video being produced. If permission is denied, then this would be made clear to all parents before the performance took place. Use of the school's mobile phone, camera and technological devices.

This policy was reviewed in July 2021

This policy will be reviewed annually or on a need to do basis.

Signed by the Pre-School Committee: .....

Signed by the Pre-School Manager: .....