

## **Mobile Phone Policy**

### **Policy Statement**

We take steps to ensure that there are effective procedures in place to protect children from unacceptable use of mobile phones and cameras within our setting.

We strongly believe that the children should be the focus of adult's time during the children's time at Pre-School but also, they should be the focus of adult collecting them from Pre-School.

### **Procedure Staff**

- Staff mobile phones will be placed within the draw in the kitchen – they will remain here until the staff members break when these can be used within designated areas where no children are present.
- If staff require a call from schools / doctors, then they can issue the Pre-School number to these and may also under the discretion of management leave their phone out of the draw on top of the freezer / microwave.
- In the event of an emergency staff may use their phones at the discretion of the management.
- Personal mobile phones used during trips and outings; however, no photos are to be taken, and no personal calls are to be made or received during the outing.
- Practitioners **MUST NOT** use any personal items to take photos or videos of the children.
- Practitioners **MUST NOT** remove iPad from the setting only under the discretion of the management.

### **Smart watches**

- Staff are permitted to wear a smart watch but they must not receive calls via the watch
- They should not be distracted by the smart watch therefore notifications should be turned off
- Any smart watch with the ability to take photos and recordings are not to be worn during working hours.

### **Procedure Parents and Visitors.**

- When attending the setting you will be requested to turn your mobile phones off and or place them within a designated location e.g. a basket.
- Any visitors to the setting including parent **MUST NOT** take photos of any child within the setting during session times.
- Photos taken during fun days and fundraising events such as shows and fairs **MUST NOT** be shared on social media if containing another child.
- If parents need to take a phone call they will be shown an appropriate location away from the children.
- Parents **MUST NOT** use their mobile phones at collection times – if you are on your phone please hang up before coming to the door to collect your child – they deserve your full attention.

An exception to the use of mobile phones for visitors is if they are a lone worker and they are required to have their phone to make contact to their office. In this instance the visitor will be informed of a safe location where no children are present to may use their phones throughout the visit.

### Permissions

- Parents or carers permission is to be gained to confirm they are happy for photos to be shared on the following circumstances.
- Family for parents' sole purpose of observations
- Family in group photos and shared with other parents either via observation or for daily logs.
- Social media e.g. Instagram, Facebook sharing photos of activities the children have taken part in during their time at the Pre-School.
- Newspaper or company social media use of photos for promotional items for the Pre-School.

**This policy was adopted by**  
**Position within the Pre-School**

**Katy Platt**  
**Manager & nominated individual**

Poster to be displayed.

