



Mobile Phones (and other electronic devices with imaging and sharing capabilities)

Policy statement

Cricklade Pre-School Playgroup has a duty of care to its staff, pupils and parents with regard to the use of mobile phones and other electronic devices.

The Pre-School recognises that mobile phones have become an important part of our lives and accepts their use.

The Pre-School will follow the procedures below to insure that mobile phones do not disrupt the running of the sessions and that no child is put at risk by their use.

Procedures

- Personal mobile phones – staff and visitors (includes internet enabled devices)
- • Personal mobile phones and internet enabled devices are not used by staff during working hours. This does not include breaks where personal mobiles may be used off the premises or in a safe place e.g., staff room or office. The setting manager completes a risk assessment for where they can be used safely.
- • Personal mobile phones are switched off and stored in their personal drawers in the office.
- In an emergency, personal mobile phones may be used in the privacy of the office with permission.
- • Staff ensure that contact details of the setting are known to family and people who may need to contact them in an emergency.
- • Staff do not take their personal mobile phones on outings.
- • Members of staff do not use personal equipment to take photographs of children.
- • Parents/carers and visitors do not use their mobile phones on the premises. There is an exception if a visitor's company/organisation operates a policy that requires contact with their office periodically throughout the day phones still should be stored away from any areas that children access and setting phone number given to visitors so that they are still contactable. Visitors are advised of a private space where they can use their mobile.
- Staff will take the settings mobile phone with them for safety reasons whilst on outings away from Pre-School.
- No photos or video should be taken on mobile phones, smart watches or any other electronic device with imaging and sharing capabilities by either parents or staff.