



Mobile Phone Policy

Statement of Intent

The Pre-School believes that the children, staff and volunteers should be in an environment where they are safe from images being recorded and inappropriately used, eliminating the following concerns:

1. Staff being distracted from their work.
2. The inappropriate use of mobile phone cameras around children.

Aim

To have a clear policy of acceptable use of mobile phones and mobile phones with cameras which will be clearly understood and adhered to without exception.

Method

Elworth Pre-school Group allows members of staff and volunteers to bring in mobile phones for their own use but they may only be used in the following way.

1. Staff and volunteers must ensure that there is no inappropriate or illegal content on their mobile phone.
2. All staff and volunteers must ensure that their mobile phones remain in the box on top of the filing cabinet, so that they are out of sight and reach of the children.
3. Mobile phone calls or text messages may only be taken at staff breaks or in staff members own time.
4. If you have a personal emergency you are free to use the setting's phone or from your mobile phone in the corridor outside the pre-school room.
5. Staff will need to ensure that the manager has up to date contact information and that staff make their families aware of emergency work telephone numbers, this is the responsibility of the individual staff members.
6. During group outings nominated staff will have access a designated mobile phone.
7. It is the responsibility of staff to remain vigilant and to report any concerns to the manager or chair.
8. Staff and volunteers must not use their personal mobile phones to take images of children in the setting or out on group outings.
9. Should any inappropriate material be found then the chair and Local Authority Designated Officer (LADO) will be informed immediately and their guidelines followed.

This policy was adopted at a meeting of

Elworth Pre-school Group

Held on

..... (date)

Date to be reviewed

..... (date)

Signed on behalf of the management
committee

Name of signatory

Role of signatory (e.g. chair/owner)