



# Strawberry Hill Pre-School

## Mobile Phone Policy

The purpose and importance of Mobile Phone Policy:-

Strawberry Hill Pre-School recognises that staff may need to have access to mobile phones on site during the working day. However, there have been a number of queries raised within the local authority and nationally regarding the use of mobile phones and other devices in educational settings.

The concerns are mainly based around these issues:

- Staff being distracted from their work with children.
- The use of mobile phones around children.
- The inappropriate use of mobile phones.

Ensuring the safe and appropriate use of mobile phones:

Strawberry Hill Pre-School allows staff to bring in mobile phones for their own personal use. However, they must be kept in the kitchen at all times and are not allowed to be used in the areas where the children are including toilets, changing rooms or in the play areas at anytime. If staff fail to follow this guidance, disciplinary action will be taken in accordance with the Strawberry Hill Pre-School contract. If staff need to make an emergency call, they must do so either in the kitchen areas or the rear room, as long as children are not using this area and with the Managers' permission. Staff must ensure that there is no inappropriate or illegal content on the device.

Mobile phone technology may not be used to take photographs anywhere within the nursery grounds. There is a digital camera available within the nursery and only this should be used to record visual information with the consent criteria guidelines of the local authority and the nursery.

Members of staff may only contact a parent/carer on school approved mobile phones. When children undertake a school trip or journey, mobile phone use by adult leaders should be limited to contact with the premises or venues being visited and emergency contacts which are stored on the work phone.

Use of mobile phones for volunteers and visitors:

Upon their initial visit, volunteers and visitors are given information that they are not permitted to use mobile phones on the premises. If they wish to make or take an emergency call they must either use the kitchen area or leave the premises to make their call. Neither are volunteers nor visitors permitted to take photographs or recordings of the children without the Manager, Deputy Manager or Nursery Owner's permission.

This policy was adopted by Managers and staff on 13.5.13

Reviewed on 5 September 2014

Next Review September 2015

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

All staff members to sign this policy to show that they have read, understood and agree with it.

Staff Name \_\_\_\_\_ Staff Signature \_\_\_\_\_

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