



## Mobile Phones Policy

### Aim

Our aim is to:

Have a clear policy on the acceptable use of mobile phones and that is understood and adhered to by all parties concerned without exception.

- The Pre-School allows staff to bring in personal mobile telephones and devices for their own use. Under no circumstances does the pre-school allow a member of staff to contact a current pupil or parent/carer using their personal device.
- Users bringing personal devices into nursery must ensure there is no inappropriate or illegal content on the device.
- All staff working in the play room must ensure that their mobile telephones/devices are left inside their bag throughout working hours and should be switched off or on silence. Staff bags should be placed in the staff lockers unless requested by the Pre-school Leader or Business Manager to move them to another appropriate location.
- Any staff, students or volunteers who do not have a locker must put their devices switched off, in their bags and put them in the staff cupboard.
- Mobile phones may only be used at staff breaks or in staff members' own time.
- If staff have a personal emergency they are free to use the setting's phone or make a personal call from their mobile in the reception area
- If any staff member has cause to make a non personal call they should gain permission from the Pre-school Leader/Business Manager. These calls must be made outside the pre-school room during working hours
- Staff should ensure that the head has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- During group outings nominated staff will have access to a nominated mobile phone agreed by the setting, which is to be used for emergency purposes only.
- It is the responsibility of all members of staff to be vigilant and report any concerns regarding the use of mobile phones to the Business Manager or Pre-School. Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).
- The Pre-school Leader or Business Manager in her absence reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found we will follow the guidance of the Local Authority's Designated Officer (DO) as to the appropriate measures to take, this would usually involve disciplinary action and/or dismissal

**This policy was agreed at an Under 5s AGM meeting held on...14<sup>th</sup> May 2018..... (Date)**

**Signed on behalf of the preschool.....(Chair)**