

Harrold Pre-School Policies



Mobile Phone Policy

To ensure the safety and welfare of children at Harrold Pre-School, we operate a personal mobile phone usage policy which stipulates that personal mobile phones cannot be kept on a person or used when in the presence of children, on the premises or when on outings. This includes the mobile phones of staff, visitors and parents who wish to stay for significant periods of time within the setting. If children bring in devices which can be used for recording, then these will be treated in the same way.

Devices used by staff for children's record keeping must only be used in the presence of other staff members, kept on the Pre-School premises and locked away at the end of each day.

Procedure

- All mobile phones will be kept in a secure place throughout contact time with children and be returned to the owner at the end of the session.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time in a suitable location where children are not present.
- If there is a personal emergency, family or other significant persons may call on the Pre-School's phone. It is the responsibility of staff members to make their families aware of emergency work telephone numbers.
- During group outings nominated staff will have access to the setting's mobile phone, which is to be used for emergency purposes only. If possible a phone without a camera or video function will be used.