



PRE-SCHOOL / NURSERY MOBILE PHONE POLICY

Aim of Policy

Mobile phones can provide security and reassurance; however there are also associated risks. The aim of this Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines.

This policy applies to all individuals who have access to personal or work-related mobile phones on site. This includes practitioners, volunteers, committee members, children, young people, parents, carers, visitors and community users. This list is not exhaustive.

Policy Statement

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying.

It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

Personal mobiles

In the interests of equality, and to further promote safety, the guidance applies to any individual who has a mobile phone on site, including children, parents and visitors, as detailed below:

Staff are not permitted to have their mobile phones about their person within any session where children are present.

Other than in agreed exceptional circumstances, phones must be on silent and calls and texts should be made away from other people.

Practitioners are not permitted to use their own personal phones for contacting children, young people and their families within or outside of the setting.

Volunteers, parents and visitors are respectfully requested when signing in to the buildings not to use their mobile phones in any area where children are present. Should phone calls and/or texts need to be taken or made, they are requested to use the hallway. Parents are also requested to discuss with the staff if they wish to take photographs of their child within an activity.

Contractors are respectfully requested not to use their mobile phones in any area where children are present. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to others as guided by reception staff. Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.

Work mobile

The use of a designated work mobile is promoted as it is:

- an essential part of the Lone Working Policy.
- an effective communication aid, enabling text and calls to be made and received.

This policy should be read in conjunction with Swindon Borough Council Mobile Phone Policy and Procedure.

Driving

For staff required to drive as part of their role who have work mobile phones, the phone must be on silent whilst driving. It is strongly recommend that practitioners follow the same procedures regarding their own personal mobile phones.

Under no circumstances should staff drive whilst taking a phone call. This also applies to hands-free and wireless connections, which are considered a distraction rather than a safer alternative.

Storage

Staff are responsible for their belongings including work phones. It is therefore recommended that phones are password protected. No liability for loss and damages is accepted.

Volunteers are requested to store their phones within their bags securely. If they need to keep it with them, this must be discussed with their key worker. The office landline number can also be given as an emergency contact number.

Winpool/E Safety/Pre-school-nursery mobile phone policy/June 2013

