

Safeguarding and Promoting Children's Welfare

1.2.1 Mobile Phones

Mobile phones have a place in settings, especially on outings when they are the only means of contact available and can be helpful in ensuring children are kept safe.

The pre-school mobile phone is always held by admin personnel as an additional line of communication. The pre-school mobile phone camera will only be used for recording maintenance issues and will never be used to take photos of children. In the event of an emergency, such as a lock down or medical emergency 999 call, a mobile telephone (either the pre-school phone or a member of staff's telephone) may be taken into the pre-school building or outside area.

The safety of children in this setting is paramount. Casual or inappropriate use of mobile phones by staff may pose a risk. Personal mobile phones (i.e. of staff, students, volunteers, parents or other visitors) must be kept in the office during sessions and are safely accessed at lunch times only. Office staff count the number of mobile phones to ensure it corresponds with the total number of staff members in the building.

Visitors to pre-school are prohibited from taking mobile telephones beyond the internal key coded door, as sign posted. This excludes parents and carers that are dropping off or collecting from pre-school although use of mobile phones is prohibited during these periods.

The statutory guidance listed in the *Statutory framework for the Early Years Foundation Stage* means that providers should take contact telephone numbers and a mobile phone on outings. We do not store parents contact details on pre-school or staff mobile phones. The only exception to this is the Administration Manager who holds contact details of committee members and staff on her personal mobile phone, to enable her to conduct pre-school business out of hours.

Use of Mobile Phones on an Outing

During an outing, photographs are only to be taken on a pre-school camera. This is so that we can ensure that images are not displayed on social media sites. Parents are not permitted to take photographs during outings and will not be allowed to use their mobile phones for the duration of the outing. The leader of the outing takes the pre-school mobile for use in emergencies. Staff will not have access to their own mobile telephones, following exactly the same procedure that is followed during a normal pre-school session.

Smart Watches – staff do not have camera enabled watches. All new staff that join are asked to share their manufacturer and style of device and these are checked and all notifications are turned off and no camera devices are permitted.

This policy was Adopted at a meeting of	<u>Cullompton Pre-School</u>	(date)
Held on	<u>July 2011</u>	(date)
Date to be Reviewed	<u>July 2012</u>	(date)

Signed on behalf of the management
committee

Emma Jones

Name of signatory

Emma Jones

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

Chairperson

This policy has an annual review period and, as such, will be reviewed and signed off at a management committee meeting of Cullompton Pre-School each year, as shown below.

Previously reviewed on:-	26 th February 2018	By	Alex Fox Chair (01.10.18)
Previously reviewed on:-	25 th February 2019	By	Alex Fox, Chair
Previously reviewed on:-	24 th February 2020	By	Alex Fox, Chair
Previously reviewed on:-	24 th January 2022	By	Jack Madge, Chair
Previously reviewed on:-	22 nd February 2023	By	Hannah Tilley

Reviewed by Staff on:	February 2024 (AJ/MW)
Reviewed by Committee on:	20.04.2024
Date of next review:	April 2025
Signed on behalf of the Management Committee:	<i>J Titcombe</i>
Name of Signatory (printed):	Jess Titcombe
Role of Signatory (e.g. Chairperson)	Committee Member