



Policies

MOBILE PHONE POLICY

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the “Preschool”.

We view the safety of the children in our care as paramount. This policy further elaborates from our Safeguarding Policy where we confirm that mobile phones are strictly prohibited within the Preschool (other than the setting mobile phone which is without camera, and the Manager’s / Deputy Manager’s / Facebook Coordinators mobile phone which is only permitted to be used in accordance with the terms set out below).

Ofsted may be required to use a mobile and as our governing body we recognise this.

The Manager’s / Deputy Manager’s / Facebook Coordinators mobile phone may only be permitted to take pictures (including children) for use in publications and on social media (with the agreement of parents). Any such photos must be deleted off the mobile phone immediately after use and when no longer required. Photos must only be used in relation to the preschool. We recognise that Management and Ofsted can have access to our Kindles at any time whereby photos are regularly taken for work purposes of observation and assessment.

Procedures

- We do not allow the use of personal mobile phones during preschool hours, within the preschool, other than the settings own mobile which is minus a camera. Visitors must hand their mobile in.
- The Manager’s / Deputy Manager’s / Facebook Coordinator’s mobile phone may be used to take pictures (including children) for use in publications and on social media (with the agreement of parents). Any such photos will be deleted off the mobile phone immediately after use and when no longer required.
- Staff that wish to use mobile phones during their lunch break may do so but **not** directly within the areas that children are located. Staff are permitted to use phones in the Garden Room (Hatch Warren Under Fives) and in the hood room of the church or the kitchen area (Kempshott Under Fives), which is adjacent to the garden where children may be playing.
- Staff have the option to either leave their phone off-site or lock it away during working hours in a secured lockable place to which the manager on duty will hold the key.
- This ban excludes the mobile phone which is the property of the setting.

- Exceptions may be made for staff with certain medical conditions with alerts that are linked to a personal mobile phone. This will be agreed on a case by case basis with the setting manager.
- All parents and visitors will be advised of this policy as they enter preschool.
- Parents and visitors will be asked to ensure their phones are kept in their bags which are locked away, or they may store them in the lockable facility for the duration of their visit.
- If parents or visitors need to use their mobile phone they will be asked to leave the premises in order to do so.

This policy was adopted at a meeting of the Preschool held on:

Signed on behalf of the Preschool _____