

Pre-school Mobile Phone Policy

(See also in safe-guarding policy)

The pre-school foster's a 'culture of Safety' in which the children and staff are protected from abuse, harm and distress. We therefore have a clear policy on the acceptable use of mobile phones that is understood and adhered to by everyone: staff, children and parents. Abiding by the terms of the Pre-school's mobile phone policy ensures that we all:

- Protect children from harm and abuse
- Prevent staff from being subject to false allegations
- Help staff remain focused on the care of children
- Work in an open and transparent

Staff use of mobile phones

Personal mobile phones belonging to members of staff are locked in the cupboard in the staff office during working hours, it will be unlocked for individuals to use their phone during their lunch break.

If a member of staff needs to make an urgent call they may use their phone to make the call in a specific area where no children are present although it is preferred that the office phone is used.

If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from the pre-school manager Sarah Duckett.

Under no circumstances may staff use their personal mobile phones to take photographs at the Pre-school during working hours.

Visitor's use of mobile phones

- Parents or carers are permitted to take photographs of their own children during a school production or event. The school protocol requires that photos of other people's children are not published on social networking sites such as Facebook.

Related policies: see also safe-guarding policy

This policy was adopted for Parkland preschool by Jo Andrews	11.8.15
Signed on behalf of the Management Committee/Proprietor	
Role of signatory (e.g. Chairperson etc.)	
Review Date: August 2016	



Parkland
Primary School

Learning together

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