## Logo

**Policy on use of Mobile Phones in the setting**

**Statement of intent.**

To make sure that all staff, committee members, parents and visitors are aware of the need to protect our children from harm, and to have a clear understanding of what constitutes the misuse of a mobile phone.

**Setting Mobile Phone use.**

* The playgroup has its own mobile phone which is switched on at 8am and switched off at the end of the session when all the children have been collected.
* The phone is kept on the table and locked away in the cupboard in out of session hours.
* The phone is clearly labelled, and staff are made aware that this is the work mobile.
* The work mobile should not be used for personal calls.
* The work mobile is for calls and texts only.
* The playgroup number can be given to the schools of staff member’s children to be used in an emergency during their working session.
* The phone should be used in the hall, but due to noise levels in the hall sometimes, it can be taken into the kitchen or the corridor to be used.
* The work mobile will be used on all outings out of the setting, for emergency/ nursery calls.

**Staff Personal mobiles.**

* Staff use of personal mobiles is limited to times that the children are not in playgroup.
* Mobiles should be kept in handbags and then put out of reach and not kept on their person.
* Staff are responsible for their own mobile phone security, and no liability will be accepted by the setting for loss or damage.
* Committee members and parents should be made aware that phones should not be used in the hall whilst the children are in there.
* No photos, video or audio recordings can be made without consent from the setting.
* Staff should not use their own personal mobiles to contact parents except in the event of an emergency.
* Individuals who bring phones in the setting should make sure they don’t hold illegal or inappropriate content.
* Mobiles may only be used in child free areas of the setting.
* Mobiles must never be used to take photographs of any of the children, the setting or the staff while at work.

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| This policy was adopted at a meeting of | St Giles Playgroup & Nursery | |
| Held on (date) | 13 April 2020 | |
| Signed on behalf of the Management Committee/Proprietor |  | |
| Role of signatory (e.g. chairperson etc.) |  | |
| This policy was reviewed on |  | (date) |
| *continue as necessary* |  | (date) |