



Mobile phone policy

In order to protect our children and employees it is our policy that staff are forbidden to have their mobile phones in the rooms/outdoor area which the children use. We believe that our staff should be completely attentive during their hours of working, to ensure all children in our centre receive good quality care and education. The Statutory Framework for the Early Years Foundation from September 2021, page 21 mention: "The safeguarding policy and procedures must include an explanation of the action to be taken when there are safeguarding concerns about a child and in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting".

Also the document Keeping Children Safe in Education 2021, page 102 mention: "The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation: technology often provides the platform that facilitates harm".

Procedure

- Staff are able to keep their mobile phones in the staff room, where they are provided with lockers. Staff are only permitted to use their mobile phones during their break times.
- Staff are permitted to use their mobile phones in the staff room, kitchen and managers offices only.
- In case of emergency, when a member of staff is expecting an important call, staff can ask permission from their manager to leave their mobile phone in their office. A manager can then monitor the mobile phone and make this member of staff aware when they receive a phone call.
- Staff expecting important phone calls are permitted to give the centre telephone number in order to be contacted.
- We ask parents/carers/visitors not to use their mobile phones in the rooms where there are children present.
- It is the responsibility of staff to make parents aware of this, and politely ask parents to either step outside or to kindly put their telephone away until they leave the room.
- No photographs are to be taken in the nursery, kindergarten or learning community on personal cameras or mobile phones.
- Visitors should wear a Visitor card with neck strap that mention not to use their mobile phones around the building.
- Staff are permitted to take Alexandra Park Children's Learning Community mobile phone on trips, using for contact with the centre and for emergency use only. Staff have to use nursery mobile phone only to contact our setting, parents and police.
- Staff are not permitted to take photographs with mobile phone.
- Staff are subject to disciplinary action if they are found to not be adhering to the policies and procedures set out above.

Date – August 2021

Signed Manager –

Review – August 2022

Signed Director –