

MOBILE PHONES and SMART DEVICES POLICY

For staff, using mobile phones and smart devices for personal use, whilst at work, is inappropriate. As mobile phones and smart devices can be used to acquire images and harness children's personal data, parents, carers and all visitors to the pre-school are required to refrain from using them anywhere on site.

This policy extends to all technology which enables the user to send and/or receive emails or other electronic messages, in any format (including text, audio messages, and picture sharing. In this policy, the term 'smart devices' is used to refer to such technology.

1. Mobile phones and smart devices are prohibited in the play rooms, gardens and areas where children are.
2. The manager will designate specific areas, where staff may, during their break-times or in emergencies, use a mobile phone for personal reasons.
3. Staff should ensure that their phones are turned off or are silent whilst stored during working hours.
4. Parents and visitors must turn their phones off whilst in the play rooms and ensure that, whilst they are on site, their phones and smart devices are out of sight. They should not use them whilst collecting their children, ensuring that they finish any phone calls before setting foot on the site.
5. If parents are completing paper-work, in the manager's office or any other designated area, they may have access to their phones or smart devices to retrieve necessary information.
6. Staff, supervising children on outings or when moving between the pre-school and Howard Primary School, may carry and use a phone or smart device for emergency use only.
7. Staff acquiring new personal technology should consult the manager before carrying such devices when working on site.

Drafted: April 2016

Re-drafted: February 2020

Ratified: March 2020

Reviewed: May 2023