



MOBILE PHONE POLICY

This document is produced for staff working with the children at Pixies, and is a point of reference for families and others visiting the setting. Within this document 'staff' refers to all persons directly involved in the care of children at this setting, irrespective of their employment status, and includes students, trainees and volunteers.

Aims

Pixies is committed to providing a safe environment for all children, staff and visitors. The aim of the policy is to ensure that the use of mobile phones does not compromise the safety and security of the children in the setting, also to ensure that all staff, parents, carers, their families and all others visiting the setting use their mobile phones appropriately.

Values

Pixies bases its values on the premise that all children, parent/carers and staff can expect to access a safe environment. Mobile phones can often incorporate a digital camera and internet facilities that can have implications for misuse.

Implementation

The Proprietor has overall responsibility for ensuring that this policy is implemented. All other staff should co-operate with the Proprietor in carrying out this policy.

Procedures

- The setting has a mobile phone for staff use on outings, and other business where the landline is not available.
- Parent/carer's contact numbers should be kept updated on the mobile phone for such use. This phone should be kept fully charged and topped up with credit for use, and stored safely when not in use and locked in the office when the setting is closed.
- All staff, parents/carers, family members and visitors to the setting are expected not use their mobile phone in areas where children are present.
- Staff are not permitted to use their mobile phone whilst on duty, unless exceptional circumstances permit. This will be at the discretion of the Proprietor or manager.
- All staff must ensure that their mobile phones are left in the office/staff room during working hours.
- The Proprietor will have use of her own mobile phone as appropriate.
- Where inappropriate use of a camera or internet on a mobile phone is suspected, action will be taken in accordance with the Safeguarding of Children policy.

Last updated: February 2015

THIS IS A WORKING DOCUMENT. ALL STAFF ARE REQUIRED TO SIGN AND DATE IT WHEN THEY HAVE REFERRED TO IT

Read by:

Date: