**Mobile Phone Policy**



Our Policy reflects the statutory requirements of the EYFS 2017 as listed in section 3 Welfare Requirements.

This policy and the procedures that it underpins apply to all staff, including senior managers and the committee, paid staff, volunteers and sessional workers, bank staff, students and anyone working on behalf of Portreath Pre-School

To ensure the safety and welfare of children in our care we operate a personal mobile phone usage policy which stipulates that personal mobile phones cannot be used when in the presence of children or when on outings.

To ensure this we will ensure that:

* All mobile phones will be kept in the Playroom window in a clear plastic, lidded box ,throughout contact time with children.
* Practitioners never take pictures of children on their own mobile.
* Mobile phone calls may only be taken with the consent of the Play Leader or Deputy Play Leader.. These may be taken in the kitchen with the door shut.
* If you have a personal emergency you are free to use the setting’s phone or make a personal call from your mobile in the kitchen (with the door shut).
* Staff must ensure that Admin have up to date contact information and that staff make their families aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
* During group outings, (small or large), nominated staff will have access to the setting’s mobile phone, which is to be used for emergency purposes only.
* Photographs may be taken on the setting mobile phone at the discretion of the manager or deputy but downloaded onto the computer and deleted off the phone on that day.

We are committed to reviewing our policy, procedures and good practice.

This policy was adopted at a meeting of Portreath Pre-School

Held on …13.03.2019………………………………………….

Date to be reviewed: Reviewed annually during March or before if procedures change.