

TURVEY PRE-SCHOOL PLAYGROUP

The Reading Room, High Street, Turvey, Bedfordshire, MK43 8DB

Tel 01234 888970 email: admin@turveypreschool.org www.turveypreschool.org

Registered charity no.295055

Mobile Phone / Smart Watch Policy

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 kept on a person or used when in the presence of children, on the premises or when on outings.

This includes the mobile phones of staff, visitors and parents who wish to stay for significant periods of time within the setting.

When parents arrive, they are asked to sign in, at this point they should be asked if they are in possession of their mobile phone. Phone are then kept on the white shelf in the Pre-school room.

Staff are to keep their mobile phone in the office at all times during the opening hours

Personal phones are used on the walking bus, for emergency reasons. The phone is then returned upstairs in preschool on return. The staff member on snack duty has the responsibility of placing phones in office on return.

Staff should ensure that all family members have the works phone number to make contact in the event of an emergency.

In case of emergency phone calls - such as from doctors. When there is no staff member present in the office, Staff phones can be kept on the white shelf in Pre-school - lay flat. Phone must not be checked. When phone rings, the staff member takes to phone into the office to take the call out of sight of children.

Smart watches worn by staff members, volunteers and students are permitted. They must be in airplane mode at all times when with the children, including before and afterschool club.

The watch is to be used for time purposes **ONLY**. The watches must not cause distraction for the members of staff from the children in their care.

The leader has the right to ask a staff member to not wear their smart watch during their working day, if it deemed as a distraction to their role.

If children bring in devices which can be used for recording, then these will be treated in the same way.

To ensure this we will make sure that:

- For staff members, Mobile Phone will be kept in the upstairs Office area and will not accessed in the presence of children.

- Mobile phone calls may only be taken during staff breaks times or in staff members' own time in the office upstairs where children are not present.
- If staff members have a personal emergency, family or other significant persons may call you on the Pre-schools landline phone 01234 888970.
- It is the responsibility of staff members to make their families aware of emergency work telephone numbers.
- During group outings / including the walking Bus for Before and After school club, a nominated staff member will have access to their personal mobile phone, which is **ONLY** to be used for emergency purposes. Families contact details will not be stored on this phone. A list of children's contact details will be present on Outings.
- If we have visitors in Pre-School, the person will be asked to leave their Phone on the shelf in the main Pre-School room, and it will not be accessed. If the phone should ring, the person will leave the premises, away from Children to answer the call.
- If a mobile phone is bought in from an older child attending Before school club, the phone will be handed immediately to the staff member on duty, from the child / parent when entering the building. It will be placed on the shelf in the main room, until the walking bus. The staff member will place the phone securely into the child's bag until they arrive at Turvey Primary school, where the staff member will inform the staff member answering the door. Turvey Primary School will then follow their own Policy.
- For children attending After school club, the mobile phone will be taken from the staff member at Turvey Primary School, and the Pre-School staff member will place the phone securely in the child's bag until back at Pre-School where the phone will be placed on the shelf in the main room at Pre-School until the parent of the child collects. The phone will then be handed to the parent.
- Pre-School does not allow watches that have a photo, video or recording function. These devices will follow the same rules at Mobile phones and will be kept away from children present in session.
- Staff who refuse to comply with the policy or who are found with their mobiles during the school day will face disciplinary action.
- Parents and carers are informed that whilst they can take pictures and videos of their OWN children during a performance these are not to be shared on social media sites and they are for their own personal use. Permission will be sought, prior to any performances, from parents and carers of all children taking part, for agreement to a recording take place i.e. in the event of a school video being produced. If permission is denied, then this would be made clear to all parents before the performance takes place.

Mobile phone's bought into Pre-School are at your own risk.

Turvey Pre-School do not accept personal responsibility for any Mobile Phone bought into Pre-School.

If this policy has been agreed and signed, and not adhered to, disciplinary procedures will be followed (refer to disciplinary policy).

Signed on behalf of the setting:-

Date:-

Review date :-

