

## Staff Mobile Phone Usage Policy

To ensure the safety and welfare of all children in the Pre-School, all staff will adhere to the pre-schools personal mobile phone usage policy.

This policy stipulates that no personal mobile phones will be used during working hours.

To ensure this all staff will:

- Keep all phones away in the designated secure box whilst in contact with children, phones need to be signed in and out of the box.
  
- If staff need to make or receive an emergency call they are free to use the pre-school phone.
  
- Staff will ensure that their families and others who may need to contact them have the pre-school contact information.
  
- Any personal emergency calls that need to be made from personal mobile phones need to be made in the kitchen and the phone needs to be signed out and signed back in again after use.
  
- Staff have a responsibility to remain vigilant and report any concerns to the pre-school manager.
  
- Staff must ensure that there is no inappropriate or illegal content on their phone and understand that the manager reserves the right to check the image content of the phone should there be any cause for concern over the inappropriate use of it.
  
- Staff should understand that if any inappropriate content is found on to be on their phone, immediate action will be taken. Under such circumstances staff will be immediately relieved of their duties and be required to leave the premises. Staff will remain suspended pending an investigation. Any phone containing inappropriate content will be taken as evidence and shown to the appropriate authority and police. The pre-school's safeguarding children policy will be followed.
  
- If any inappropriate content or behaviour involves the manager then staff should report this straight to the chair of the management committee who will follow the above procedure.