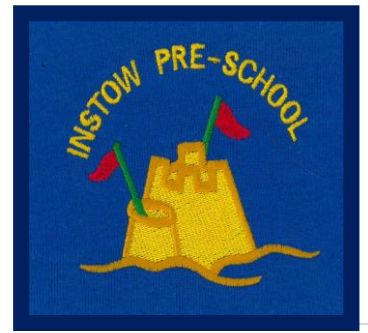


## Instow Community Primary and Pre-School Mobile Phone Policy



The welfare, protection and safety of every child in our care is of paramount importance, we take our responsibility to safeguard children seriously. We have procedures in place which we ask everyone to respect and to help promote the safety of the children in our care.

Instow Pre-school has a **no use** of mobile phones policy whilst caring for children. It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the concern of staff being distracted from their work with children and the inappropriate use of mobile phone cameras around children.

### MOBILE PHONES & SMART WATCHES (APPLE WATCHES)

We believe our staff should be completely attentive during their working hours to ensure all children in the Pre-school receive good quality care and education. Mobile phones must **not** be used during working hours. Staff are permitted to keep their phones switched on in case of urgent calls, but they will be kept in the designated cupboard, away from children.

Under no circumstances does the Pre-school allow a member of staff to contact a parent/carer using their personal device. Users bringing personal devices into the setting must ensure there is no inappropriate or illegal content on the device. All staff must ensure their mobile phones are in the cupboard located at the back of the room, throughout contact time with children. Staff are permitted to use their mobile phones during their lunch breaks away from the children.

The use of apple watches/smart watches or any electronic device with imaging or sharing capabilities etc, are also not permitted. Staff wearing smart watches will be asked to remove them and leave them locked away along with their personal mobile phones in the cupboard.

The use of mobile phones/smart watches are in staff breaks or in staff member's own time in the designated (child free) staff area.

It is the responsibility of all members of staff to be vigilant and to report any concerns to the Headteacher. (See whistleblowing policy)

All urgent calls are to be taken from the main line in the school office, however if any staff member has a family emergency or similar, their mobile will be kept in the office and they will be called to take a call. Prior permission must be sought from the Headteacher.

During group outings a nominated staff member will take their personal mobile phone out with them in case of emergency. This should only be used for emergency calls and incoming calls; under no circumstances must a member of staff take a personal call whilst caring for children. It is the responsibility of all staff members to be vigilant and report any concerns to the Headteacher.

The Headteacher reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over inappropriate use of it. Should inappropriate material be found then our Local Authority Designated Office (LADO) will be contacted immediately, as well as the police. Guidance will be followed with regards to the dismissal of the staff member.

**Parents & Visitors**

Parents/Visitors are asked to sign in at the school office and will then be asked to either leave their mobile phone/electronic devices in the office area or, to turn off their mobile phone/electronic devices if they wish to keep it with them.

This policy is in place to protect and safeguard both children and staff.

This policy cross references with the Photograph/Video policy and the Safeguarding and Child Protection policy.

Policy reviewed June 2025

Signature of Chair of Governors

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The policy will be reviewed June 2027