Safeguarding children

1.2 Mobile Phones on the Premises

Policy statement

Tywardreath Preschool Playgroup actively works with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our Mobile Phone policy is based on the three key commitments of the Early Years Alliance Safeguarding Children Policy.

Procedures

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy.

1. Staff/volunteers must deposit their mobile phone (or any other similar devices) in the designated place, which is in the cupboard in the porch, immediately on arrival. The device must remain there until the end of the day/shift on departure.
2. Phones are to remain in the porch cupboard. The most senior member of staff may keep their phone shut in the kitchen cupboard in the event of the landline not working. The landline is set to forward calls to the manager, Tracey Lewarne's mobile number when the line is down.
3. Staff/volunteers are permitted to have their phone on to receive emergency personal calls with consent from the most senior member of staff on shift. Staff/volunteers are encouraged to give the pre-school landline telephone number to anyone who may need to contact them in an emergency, such as their child's school, as an alternative to personal mobile phones.
4. If a staff member needs to answer their mobile phone or make a phone call, they are to do so in the porch or outside of the building, on the forecourt.
5. Staff/volunteers are discouraged from making personal calls while at work. If they need to, they should seek permission from the manager first. Staff will be allowed to use the pre-school landline phone in the office.
6. Staff/volunteers are requested to refrain from using their mobiles for any other purpose while at the setting. This includes, but is not restricted to, sending text messages, using social media and internet usage.
7. Staff are not permitted to use the pre-school Wi-Fi on their personal mobile phones or any other personal devices. There is a computer in the office with internet access that can be used with management permission for work related needs.
8. Visitors, including parents will be asked not to use mobile phones on the premises, or should the need arise, be escorted to somewhere appropriate by the setting manager/deputy

manager. Visitors will never be left alone with children.

9. The pre-school manager's mobile phone is the only mobile phone device that can be used during pre-school sessions, as part of the day-to-day running of the pre-school. This includes such uses as responding to business emails and messages from parents.
10. All staff should be aware of their responsibility to safeguard children in the setting and this policy makes particular reference to protecting children from the risk of sexual exploitation caused by unauthorised use of mobile/camera equipment. Staff must initiate the 'Whistleblowing' procedure, should they have any concerns at all, even if they feel these are unsubstantiated.

** For the purpose of this policy the phrase 'mobile phone' refers to any device with visual recording equipment such as phones, tablets, cameras, smart watches or laptops.

Staff who fail to comply with these requests may be subject to disciplinary action.

Legal framework

Legislation
Children and Families Act (2014)
http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted

Sexual Offences Act (2003)
http://www.legislation.gov.uk/ukpga/2003/42/contents

Further Guidance

Working Together to Safeguard Children (2026)
https://assets.publishing.service.gov.uk/media/69fb1c28d0e316a40f269a5b/Working_together_to_safeguard_children_2026_a_guide_to_multi_agency_working.pdf

What to do if you're Worried a Child is Being Abused (2015)
https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2