

Safeguarding children

1.11 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 Pre-school Learning 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. Please also refer to our Safeguarding children policy.

1. Staff/volunteers must deposit their mobile phone (or any other similar devices) in the designated place, which is on the side in the kitchen, immediately on arrival. The device must remain there until the end of the day/shift on departure.
2. Phones are to remain in the kitchen, visible to other members of staff.
3. Staff/volunteers are permitted to have their phone on to receive emergency personal calls. Staff/volunteers are encouraged to give the pre-school landline telephone number to anyone who made need to contact them in an emergency, as an alternative to personal mobile phones.
4. If a staff member needs to answer their mobile phone they are to do so in the kitchen, in view of everyone else. If they require privacy they must request approval from the setting manager. If approved, they may then take their phone into the garden or porch, if no children are in there and shut the door, returning their phone immediately after use.
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 playgroup 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 MMS/SMS text messages, and internet usage.
7. Staff are not permitted to use the pre-school wifi 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/assistant

manager. Visitors will never be left alone with children.

9. The setting manager has a mobile phone that is subsidised by the pre-school finances and has been approved for business use. The pre-school managers 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 use as camera function (for recording daily events) and responding to business emails and messages.
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 or laptops.

Staff who fail to comply with these requests maybe 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 (2015)

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

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

This policy was adopted at a meeting of	Tywardreath Preschool Playgroup
Held on	(date)

Date to be reviewed	(date)
Signed on behalf of the management committee	
Name of signatory	
Role of signatory	