**Mucky Pups Pre-School**

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**Mobile phone policy**

**Aim**

*This policy aims to ensure a culture of safety where children and staff are protected from abuse, harm and distress. We therefore have a clear policy on the acceptable use of mobile phones that is understood and adhered to by everyone: staff, children, parents, students and volunteers. We also believe staff should be completely attentive during their hours of working to ensure children in the setting receive quality care and education. This and for the safety and wellbeing of the children is why mobile phones are not to be used during working hours.*

**Parents and visitors of mobile phones**

* In the interest of safeguarding we ask all parents and visitors **not** to use their mobile phones or other mobile devices while on the premises and to keep phones away at all times.
* Taking of photographs by parents or visitors is strictly prohibited. If a parent would like a picture of their child engaged in a particular activity, they can ask a member of staff to take one using the settings camera or Kindle. We would then be happy to email a parent a copy of this.
* We ask that parents keep their phones away EG; in their bag or pocket when in the setting. Your child has been doing lots of exciting things at Mucky Pups and probably would like to tell you all about them. Your child’s keyworker will also want to inform you about your child’s day. This is an important aspect of your child attending a pre-school setting.

**Staff must adhere to the following:**

* Mobile phones are not to be turned on or kept on your person during your working hours.
* Mobile phones can only be used during designated break times and then this must be away from the children out of the setting or in the kitchen area.
* Mobile phones must be stored in Mucky Pups main office at all times during the hours of your working day. Phones should be left off or on silent.
* If a member of staff needs to make an urgent phone call they can do so from the settings phone.
* If staff need to receive a phone call, they must ask for the person to contact them through the setting phone. (EG: Staff with children attending other settings)
* Photographs must not be taken of the children on any mobile phones, either personal or owned by the setting.
* Photographs of the children for use in recording progress are only permitted to be taken on the setting’s own camera or Kindle devices.
* If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

**Smart watches**

* Staff are permitted to wear smart watches under the following conditions:
* They must not have photograph taking or recording capabilities,
* They must not be able to receive text messages, calls etc or this function must be turned off

Any staff member found not to adhering to the conditions in this policy will face disciplinary action which could result in dismissal. Dependent upon the circumstances, the staff member could also be reported to the Disclosure and Barring Service (DBS).

Date policy adopted on:2nd September 2021 Date for review: 2nd September 2022

Signed: J E Wills Position: Manager