

Home-grown in Malvern The Use of Mobile Phones at the Setting

Nowadays, most people have mobile phones and carry them on their person. In a childminder's setting, however, there are safeguarding issues surrounding this practice and guidance for their use at my setting is outlined as followed:

- All staff should hand in their mobile phones on entering the setting in the mornings.
- Mobile phones should be placed in a basket which should be stored in the kitchen area of the playroom.
- Mobile phones should be kept in the basket and not used except during lunch breaks and/or emergencies.
- It is not permissible for any member of staff to be checking their phone for incoming calls or texts during working hours.
- In *exceptional circumstances*, mobile phones may be used if an agreement has been made in advance with myself.
- Mobile phones should never be taken into the nappy changing area.
- Mobile phones should not be used to take photographs of the children for adult's personal use – We have a designated camera which is used to take photos for records and observations.
- A mobile phone should be carried by the adult responsible for taking children to, or collecting children from, school. Mobile phones should also be carried by adults when taking part in visits or trips out of the setting for the purpose of emergency contacts.

Signed:

Date Reviewed: