



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 childcare setting, however, there are safeguarding issues surrounding this practice and guidance for their use at the 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 container which should be stored in the office area of the playroom.
- Mobile phones should be kept in the container and not used except during lunch breaks and/or emergencies.
- The setting manager may have her mobile phone next to the computer in the office area, solely for the purpose of sending and receiving important messages to the preschool setting as this is a more reliable method of communicating with them than the telephone, which has a poor signal.
- It is not permissible for any member of staff to be checking their personal 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 Denise or Penny.
- Mobile phones should **never** be taken into the nappy changing area.
- Mobile phones should **never** 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: