



## MOBILE PHONE POLICY

To ensure the safety and welfare of children in our care we operate a personal mobile phone usage policy which stipulates that personal mobile phones cannot be used when in the presence of children, on the premises or when on outings.

To achieve this we will ensure that:

- All mobile phones will be kept in a secure place throughout contact time with children and be returned to the owner at the end of the session by the pre-school leader.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time.
- If you have a personal emergency you are free to use the setting's phone or make a make a personal call from your mobile in the designated staff area (kitchen) of the setting.
- Staff will need to ensure that the leaders have up to date contact information and that they make their families aware of Footprints' landline telephone number. This is the responsibility of the individual staff member.
- During group outings a leader will have access to a specific mobile phone which will be used for emergency purposes only.
- This policy will also apply to visitors to the setting, whether in an official capacity or parents/carers visiting during formal session times. Care should be taken in explaining the reasons for this policy and should they not wish to comply they may be asked to leave the setting.
- If this policy is not adhered to, disciplinary procedures will be followed.

SEE ALSO **SAFEGUARDING POLICIES AND PROCEDURES**  
**ACCEPTABLE USE OF TECHNOLOGIES POLICY**

Date reviewed..... 8<sup>th</sup> September 2014

Signed.....

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