



The Secret Garden Pre-school
Wellington Avenue
Princes Risborough
Bucks HP 27 9HY
07759 582307

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. This applies to all staff members, volunteers, students and visitors of The Secret Garden Pre-school.

To ensure this we will ensure that:

All mobile phones will be kept in a secure place throughout contact time with children.

Mobile phone calls may only be taken at staff breaks or in staff members' own time or If you have a personal emergency you are free to use the setting's phone or make a personal call from your mobile in the designated staff area of the setting, i.e. the office.

Staff (will need to) ensure that managers have up to date contact information and that staff make their families aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

During group outings nominated staff will have access to the setting's mobile phone, which is to be used for emergency purposes only.

If this policy has been agreed and signed, and not adhered to, disciplinary procedures will be followed (refer to disciplinary policy).

Under no circumstances will staff use mobile phones to take pictures of any children in the absence of the pre-school camera.

The pre-school adopted this policy on ...17th May 2011.....

By Hayley White

Signed on behalf of the staff..... *HWhite*.....

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