

## MOBILE PHONE POLICY

Rida Early Years recognises that staff, students and volunteers may wish to have their personal mobile phones at work for use in case of an emergency. However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately.

Whilst reference has been made to mobile phones, this policy covers any equipment or device that can make and / or receive mobile calls. Where reference has been made to staff, this policy also covers volunteers and non-staff including parents.

To ensure the safety and appropriate use of this equipment, and to safeguard children, the following policy applies.

### Use of mobile phones

#### **Staff:**

- Personal mobile phones shall be switched off or on silent, and kept inside of bags or the designated area during working hours. No texting or phone calls are allowed during working hours;
- Personal mobile phones and cameras shall only be used outside of working hours and never whilst children are present;
- The setting's telephone number shall be used as the main point of contact for staff in an emergency. Staff shall ensure family members have been given the setting number, in case they need to be contacted in an emergency;
- Except where it has been agreed the use of mobile phones being carried on a person or used in the teaching area will result in a disciplinary procedure;
- Staff shall not make personal calls during their working hours. However, in urgent cases, a call may be made or accepted if deemed necessary and by prior arrangement with the Head/EY Manager. Staff supervision levels will not be compromised;
- The setting's mobile phone is labelled as such and is kept in the office;
- During outings designated staff members are permitted to carry mobile phones for health and safety reasons;
- A setting mobile will be carried during any visits outside of setting to contact parents in the event of an emergency;
- The use of mobile phones whilst driving is strictly prohibited;
- Visitors and parents shall only use their phones outside the building unless they have received permission from the designated Safeguarding lead.
- Staff shall remain responsible for their own property and will bear the responsibility of any losses.
- All staff have a duty of care and must notify the Headteacher/SMT/EY Manager if they have any concerns regarding inappropriate or misuse of mobile phones by staff. Any breach of protocol will result in invoking disciplinary procedures.

**SMT:**

- The management Safeguarding Lead SMT can keep their phone on their person and use if required for setting business only.
- Same applies to proprietors whilst on the premises or on setting events.