

17. E-Safety and Acceptable Use Policy

Please also see Provider's

Mobile Phone/Smart Phone Policy

Statement of Intent

We believe our staff at Blakeney Pre-school, volunteers and rota parents should be completely attentive during their hours of working, to ensure all children in the pre-school receive good quality care and education. Staff must remain professional during pre-school hours, and must not let personal matters affect their interaction with the children, or interfere with the running of a session. We wish to put measures in place to protect the welfare and safety of the children in our care.

Aims

To ensure that staff, volunteers and rota parents give children their full attention personal mobile/smart phones are not to be used during working hours. To protect the welfare and safety of the children in our care personal mobile/smart phones are not to be used when in the presence of children, on the premises or when on outings.

In order to fulfil these aims

Staff

All mobile/smart phones belonging to the pre-school staff members

- Must be kept in the play leaders cupboard (locked away) during the working day.
- Staff members may be allowed to leave their phones on when they arrive to start their working day at the discretion of the Pre-School Leader provided they are stored as described above.
- Mobile phones must not be used unless on a designated break and then this must be away from the children. E.g. , kitchen , outside area or the car park
- If there is a personal emergency staff members will be free to use the setting's phone or make a personal call from their mobile in the designated staff area of the setting.
- Staff members must ensure that the Pre-School Leader and Chairperson 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 outings the setting's mobile phone will be carried by the senior member of staff for use in emergencies.
- The setting's phone should be checked regularly during the session. The setting phone should stay on the premises out of pre-school hours.
- All cameras in the playgroup/ including those on staff mobile telephones can be subject to scrutiny at any time by the DCPO or Pre-School Leader if there are safeguarding concerns.
- Failure to follow the above policy may result in the implementation of disciplinary procedures. Please see Staffing

Parents

We request that parents do not use mobile/smart phones whilst in the pre-school setting. They should be placed in the play leader's cupboard. Only emergency calls may be answered. Any bags or belongings should be left in the store room.