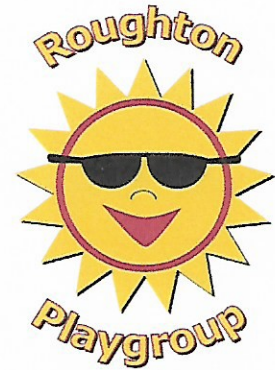


## Safeguarding Children



## Use of Mobile Phones in the Playgroup

### Policy Statement

At Roughton Under 5's Playgroup we have a duty of care towards our children and safeguarding is our main priority.

We believe in protecting our children from harm. The following procedures will apply in the use of mobile phones.

### Procedures

As most mobile phones now contain a camera, the following will apply:

- The playgroup mobile phone is the only phone that will be accessible during the session times. This mobile does not have a camera on it and is out of reach of the children at all times. This mobile phone is used to contact parents or other professionals.
- Staff are not to use their mobile phones within the setting during working hours unless authorised by the playgroup supervisor.
- If a staff member has to make an emergency call on their personal mobile they do so in the privacy of the office.
- Parents are not allowed to use their mobile phones in the playgroup.
- Parent helpers, students, professionals and visitors will be asked to hand their mobile phone in and it will be placed in a sealed box in the filing cabinet in the office.
- If anyone needs to contact staff during working hours they should, whenever possible, phone the playgroup mobile phone or the main school office.
- Failure to follow these steps will lead to an investigation being carried out by the committee.

This policy was adopted on 9<sup>th</sup> September 2016

Last reviewed on 10th November 2017

Signed on behalf of the committee by the Chairperson

*Chloe Bennett*

Date – 10/11/17