



KINGSWAY PLAYGROUP & PRE-SCHOOL CENTRE

MOBILE PHONE POLICY

Kingsway Playgroup & Pre-School fosters a 'culture of safety' in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones that is understood and adhered to by everyone: staff, children and parents. Abiding by the terms of the playgroup's mobile phone policy ensures that we all:

- Protect children from harm and abuse
- Prevent staff from being subject to false allegations
- Help staff remain focused on the care of children
- Work in an open and transparent environment.

Staff use of mobile phones

Personal mobile phones belonging to members of staff are kept in their personal locker during working hours.

If a member of staff needs to make or receive an urgent personal call, they can use the playgroup landline.

Under no circumstances may staff use their personal mobile phones to take photographs at the playgroup during working hours.

Visitors' use of mobile phones

In the interest of safeguarding we ask all parents and visitors not to use their phones or other mobile devices on playgroup premises. Taking of photographs by parents or visitors is **strictly prohibited**.

If any parent or visitor is remaining in the playgroup for any length of time and not just to pick up children, the phone must be given to a member of staff who will lock the phone away.

The playgroup does not accept any responsibility for loss or damage to mobile phones handed in for safe keeping