



<b>Date Adopted:</b>	<b>19<sup>th</sup> March 2018</b>
<b>Date to be reviewed:</b>	<b>March 2019</b>

## **Mobile phone policy for First steps and Blues club**

### **Policy statement:**

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

### **Staff:**

Staff of First Steps are not permitted to use their mobile phone during their working day. Mobile phones can only be used during break times and in the staff room or off the nursery site. This also applies to iwatches and fitbits. These must be disconnected whilst staff are in the classrooms by applying the do not disturb or turning off the wifi.

All mobile phones are to be kept in the staff room on silent in a secured locker. Under no circumstances should personal mobile phones be taken into any of the classrooms and should never be used to take any images of children.

A mobile phone is used when groups leave the setting on arranged outings. This enables staff to contact the setting or emergency services should the need arise.

**Students:**

Students and volunteers will be asked to switch their mobile phone on to silent and to be kept in a secured locker and can only be used during break times in the staff room.

**Visitors:**

On signing into the setting a member of staff will ensure all mobile phones are turned off or put on to silent and to be kept in their bag/pockets at all times. If a member of staff sees a parent/carer using their mobile phone within the setting they will ask politely for them to end their call and put the mobile phone away.