



Reviewed on: November 2023  
Date of next review: November 2024

### 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 all 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 in the staff room or off the nursery site. On arrival to work mobile phones are to be signed in and placed in the 'phone sleeves'. Which is stored in the main office. If you would like your phone during break times then they can be used in the staff room and returned immediately after your break.

Under no circumstances should personal mobile phones be taken into any of the classrooms and MUST NEVER been used to take any images of children.

At First Steps 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. This is a company telephone and no images are permitted to be taken on it.

### Students:

Students and volunteers will be asked to switch their mobile phone on to silent and to be stored in the office.

### 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.

### Smart Watches

From January 2024, Smart Watches are not permitted to be worn by staff. This is to ensure we are safeguarding our children and staff as some watches may have cameras.