**Mobile Phone Policy**

**This Policy should be read in conjunction with the Safeguarding Children Policy**

* Preschool does not have a landline and mobile phones are essential.
* Staff should provide anyone needing to contact them in an emergency with the Preschool number. Staff may only use their own mobile phones in Pre-school for emergencies only. In this instance the call should be taken away from the children and preferably during lunch break.
* Casual or inappropriate use of mobile phones is not allowed. No one should use their phone whilst with the children or in the hall. If it is necessary to use the phone then this should be done in the foyer.
* Phones should be kept on the windowsill or hatch whilst preschool is in session.
* No one, including parents or carers, should use their mobile phone at preschool to access the internet or social networking sites such as Facebook.
* No photographs are to be taken of children in Pre-school on private mobile phones (Pre-school cameras are provided for this purpose)
* A mobile phone will be taken to Forest School to enable contact with parents and emergency services.
* Contact phone numbers and a mobile phone must be taken on all preschool outings.

**For Staff - Failure to abide by this Policy will result in a Disciplinary Procedure being followed.**