**Mobile Phone and other Electronic Devices Policy**

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

There are now other devices available which are capable of taking photos and sharing information, including some smart watches. All such devices are prohibited from being used by staff, parents or visitors to take photos or share photos at all times when at Woodmancote Preschool. The exception to this is the use of the Preschool tablets to take photos for learning journeys.

* Preschool does not have a landline and Preschool must have a mobile phone.
* Staff should provide anyone needing to contact them in an emergency with the Preschool number. Staff may only use their own mobile phones in Preschool 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 within sight of the children or parents. If it is necessary to use the phone then this should be done in the foyer.
* Phones and smart watches capable of taking photographs or sharing information 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 or other electronic devices (Pre-school camera and tablets 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,**