**John Logie Baird ELCC**

**Mobile Phone Policy**

The welfare, protection and safety of every child in our care is of paramount importance, we take our responsibility to safeguard children seriously. We have procedures in place which we as everyone to respect and to help promote the safety of the children in our care.

 It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the concern of staff being distracted from their work with children and the inappropriate use of mobile phone cameras around children.

**Use of Mobile Phones**

We believe our staff should be completely attentive during their working hours to ensure all children in the nursery receive good quality care and education. Mobile phones must **not** be used during working hours. Staff are permitted to keep their phones switched on in case of urgent calls, but they should be kept in their bags in a locked cupboard, away from children and must be on silent.

Under no circumstances does the nursery allow a member of staff to contact a parent/carer using their personal device. **Staff are permitted to use their mobile phones during their lunch breaks away from the children.**

It is the responsibility of all members of staff to be vigilant and to report any concerns to the Lead Practitioner or Head Teacher.

If any staff member has a family emergency or similar please speak to a member of management. Alternatively, family members can call the school on 01436 674 001 and ask to be passed onto the Nursery.

**Trips and Outings**

During group outings a nominated staff member will take the allocated nursery mobile phone out with them in case of emergency.  This should only be used for emergency calls and incoming calls from the nursery, under no circumstances must a member of staff take a personal call whilst caring for children.  It is the responsibility of all staff members to be vigilant and report any concerns to the Lead Practitioner or Head Teacher.

**Parents, carers and visitors**

Parents, carers or visitors who arrive using a mobile phone or take a call on a mobile should have their conversation outside the school grounds and before collecting their child. Parents or carers using their mobile phone when collecting their child/children will be politely asked to end the phone call by a member of staff.

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