



Strawberry Hill Pre-School And Wrap Around Care

Mobile Phone Policy

Wrap Around Care =
St James Breakfast and After School Club
St Richard Reynolds Breakfast and After School Club
Twickenham Prep Wrap Club

The purpose and importance of Mobile Phone Policy

Strawberry Hill School Clubs recognises that staff may need to have access to mobile phones on site during the working day. However, there have been a number of queries raised within the local authority and nationally regarding the use of mobile phones and other devices in educational settings.

The concerns are mainly based around these issues:

- Staff being distracted from their work with children.
- The use of mobile phones around children.
- The inappropriate use of mobile phones.

Ensuring the safe and appropriate use of mobile phones:

Strawberry Hill School Clubs allows staff to bring in mobile phones for their own personal use. This also includes Apple watches. However, they must be always kept in a designated safe place and are not allowed to be used in the areas where the children are including toilets, changing rooms or in the play areas at anytime. If staff fail to follow this guidance, disciplinary action will be taken and/or dismissal. If staff need to make an emergency call, they must do so either in a private area or the rear room, as long as children are not using this area and with the Managers' permission. Staff must ensure that there is no inappropriate or illegal content on the device.

Mobile phone technology may not be used to take photographs anywhere within the settings grounds. There is a digital camera available within the preschool and a work phone or iPad within all settings and only this should be used to record visual information with the consent criteria guidelines of the local authority and the settings.

Members of staff may only contact a parent/carer on the settings approved mobile phones. When children undertake a school trip or journey, mobile phone use by adult leaders should be limited to contact with the premises or venues being visited and emergency contacts which are stored on the work phone.

Use of mobile phones for volunteers and visitors:

Upon their initial visit, volunteers and visitors are given information that they are not permitted to use mobile phones on the premises. If they wish to make or take an emergency call they must either use a private area or leave the premises to make their call. Neither are volunteers nor visitors permitted to take photographs or recordings of the children without the Manager, Deputy Managers permission. This is the same across all of settings.

Designate safe place
Twickenham Prep School – In own bags kept in the room
St Richard Reynolds = Staff table
St James = At the side on the kitchen units.

Staff Member Print Name _____ Staff Member Signature _____

Reviewed on October 2023