

# **Hungerford Nursery School and Hungerford Pre-Nursery Mobile Phone Policy**

**To be reviewed:** Two yearly

**Policy Agreed:** 30<sup>th</sup> October 2018 **To be reviewed:** January 2020



This policy relates to Hungerford Nursery School and Hungerford Pre-Nursery

## Hungerford Nursery School Centre for Children and Families

### On site Mobile Phone Policy for Nursery School

#### **Rationale:**

We believe that keeping children safe is of paramount importance. We also seek to ensure that everyone in the centre is safeguarded against allegations and works to a high standard of professionalism.

#### **Objective:**

To ensure that mobile phones do not get used during any times when children are present and that there is no opportunity for camera phones to be used.

#### **Who does this policy apply to:**

This policy applies to all staff, parents, volunteers, governors, visitors and contractors to the centre

#### **Procedure**

All staff, practitioners, volunteers, students, parents and other visitors to the centre , who will be in areas where children are present , are asked to keep their phones switched off or on silent and in their bag or in a cupboard as appropriate. During session times the use of the phone is not permitted except during a break or before a session starts.

All contractors who are visiting the site will be asked to leave their mobile phones in their vehicle or at the office whilst they are working on the site.

There are safe zones in the centre clearly marked where phones can be used.

For staff: Staff room, and reception office

For contractors: Off site or reception office

For parents: Off site

**All staff, visitors, students and parents are responsible for ensuring that this policy is applied.**

#### **Emergencies**

- If any staff, volunteer, student or governor need to be contacted urgently then the next of kin should use the Centre's main telephone number for emergencies.
- If anyone working in or visiting the Centre needs to receive an urgent message they should give the nursery number or if this is not possible then leave their phone in the office and the office staff will inform the person when their phone rings.
- If contractors working in the centre need to be contacted – office staff will monitor the phone and inform the contractor that their phone has rung.