

Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF

Ofsted URN:

Charity Number: 1162991

Mobile Telephones Policy

Including all other mobile devices

Policy Statement

W.I.S.P.S adhere to a strict no mobile telephone policy, this is to ensure the safety and well-being of the children within our care.

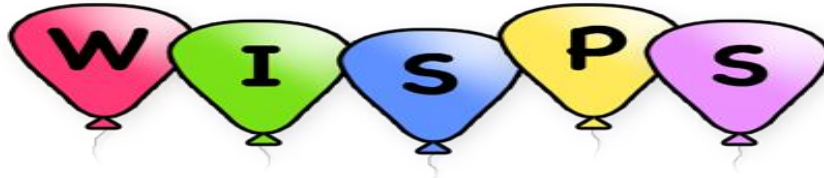
Where stated mobile telephones, this is to also include any other mobile device i.e.: Ipad, IPod and all other makes of touch-screen tablet which can incorporate a camera.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environment	Learning and Development
Keeping Safe	Respecting Each Other		

Procedures

- Mobile telephones and other mobile devices are not permitted to be used within W.I.S.P.S premises or within the presence of children whilst on any pre-school outing, this refers to: employees/volunteers/children/parents/carers and visitors, with the exemption to the pre-school mobile telephone and other pre-school mobile devices.
- The pre-school mobile telephone does not have an incorporated camera.
- All mobile phones and other mobile devices, whilst in W.I.S.P.S and the presence of all pre-school children, are expected to be turned off.
- Employees/volunteers and students are not permitted to have their mobile telephones or other mobile devices on their person.
- Mobile telephones and/or other mobile devices must be left in employee's vehicles or must be switched off upon arrival at W.I.S.P.S and left in the lockable cupboard, made available to employees. **Employees are expected to state the location of their device whilst signing into the setting.**
- The pre-school landline is available for employee usage during working hours. In the event of an emergency, employees are contactable via the pre-school landline.



Willoughby Way, Winklebury, Basingstoke, Hampshire, RG23 8AF

Ofsted URN:

Charity Number: 1162991

- Employees must ensure that their emergency contact details are kept up-to-date and that their family members are aware of all contactable telephone numbers at the pre-school. This is the employees' individual responsibility.
- Whilst on a pre-school outing the Setting Manager, **Toni Nocella**, Deputy Manager, **Kellyann McKenna**, or the nominated person will remain in charge of the pre-school mobile telephone, to be used in the event of an emergency and to remain contactable by all parents/carers.
- **Under no circumstances at all may cameras of any kind be taken into the toilet area**, photographic evidence of children washing their hands must be taken in the presence of 2 employees with the Setting Managers' permission or where possible at the wash basin area located in the pre-school kitchen.
- All photographic equipment on W.I.S.P.S premises belonging to W.I.S.P.S/employees/students and volunteers including mobile telephones can/will be subject to scrutiny at any time by the **Child Protection Officer or Senior Management**.
- Any employee/volunteer found to be non-compliant with the policy will face disciplinary action in accordance to our disciplinary procedure.