



Mobile Phones/Smart Watches

Policy statement

Cricklade Pre-School Playgroup has a duty of care to its staff, pupils and parents with regard to the use of mobile phones and smart watches.

The Pre-School recognises that mobile phones and smart watches have become an important part of our lives and accepts their use.

The Pre-School will follow the procedures below to ensure that mobile phones and smart watches do not disrupt the running of the sessions and that no child is put at risk by their use.

Procedures

- Staff may bring their mobiles to work, but they should be left in the office during Pre-School opening times.
- Smart Watches should also be left in the office and not worn during working hours.
- Staff should avoid taking calls/texts during pre-school sessions, unless the matter is urgent. These calls/texts must be taken in the office.
- If staff wish to make calls or texts this should be done during their breaks.
- Staff will take mobile phones with them for safety reasons whilst on outings away from Pre-School.
- Parents are requested that they do not make or receive calls or texts whilst dropping off or collection their child(ren).
- No photos or video should be taken on mobile phones or smart watches by either parents or staff.