

SACRED STEPS PRE-SCHOOL

THE USE OF MOBILE PHONES AND OTHER ELECTRONIC DEVICES IN THE PRE-SCHOOL – POLICY AND PROCEDURES

As a caring provider for young children we have a duty to uphold the rights of all children as well as their safety and well-being by actively promoting our child protection, welfare policy and professional abuse policy.

The following procedures on the use of Mobile phones and other devices will be adhered to by staff working in the pre-school as well as parents and visitors. This is in line with our social networking and personal internet presence policy.

- Mobile phones or any other electronic device eg. iwatch are not permitted in the Pre-school room during working hours with the children.
- Mobile phones are locked securely away in the office filing cabinet and staff will sign for their release in/out on a daily basis. Staff are allowed to access their own phones in order to check any messages during their lunch time and in the office area only.
- The above rules also apply to parents/carers and all those who attend or visit our Pre-school.
- A sign is displayed on the Pre-school entrance door to indicate that Mobile phones are not permitted on the premises.
- The Managers Mobile has a place in the setting and is used as a contact for parents and other organisations or in an emergency.

- The Mobile phone is out of reach of the children and calls are taken and received in the kitchen or office area of the Pre-school so that there is minimal distraction to the children's play.
- It is used during trips and outings and in an emergency where parents need to be contacted quickly.
- Staff are aware of these procedures through our code of conduct and induction program and are aware of the complaints procedure and reporting any incidents or raising concerns around this issue to the Manager. (Reference to child protection and Whistle-blowing procedures).

The consequences of any breach of this policy and procedures are as follows:-

1. Staff disciplinary proceedings will be invoked immediately as per terms and conditions of contract.
2. Staff members are aware of the importance of implementing this policy and the necessary steps to be taken to enforce it.
3. Parents/carers will be asked to respect the policy and procedures of the Pre-school at all times.