**Mobile Phone Policy 202-2025**

Mobile phones are not permitted in the Pre-School play room, they must be kept in the kitchen if it is necessary for the person to bring it in. Mobile phones must be kept in their owner’s closed locker, unless they are expecting an important call, which HAS BEEN AGREED with the Manager or Deputy Manager IN ADVANCE. If an important call is expected, then a person’s mobile phone can be left on the worktop in the kitchen on loud, and when it rings, **you must then remove yourself from the setting and thus, the children to take the call – ONLY IF RATIOS PERMIT THIS.**

**Staff members are permitted to check their mobile phones, in their own time on their lunch break, and at no other time. It is NOT ACCEPTABLE for a staff member to remove themselves from ratio to check their phone.**

**iwatches, are to be switched to “school mode” or “aeroplane mode”, when the wearer is on duty. Staff members are not permitted to check their messages or emails on it while on duty, it must be set to a typical “watch” mode.**

**In an emergency situation, the Pre-School Manager or Pre-School Deputy Manager’s mobile phone must be used, in accordance with this policy.**

**St George’s Pre-School staff members will request that all visitors turn their phones off and do not get them out at all, when on the Pre-School premises. Any staff member wishing to use photographs of a child or multiple children must have a valid reason, such as for study purposes or for a display, must first ask the permission of the setting’s Manager and they will then be expected to gain permission from the parents/ carers of children present in the photographs. The permissions must be returned to the Pre-School Manager to be filed with each child’s paperwork.**

**When St George’s Pre-School staff members take children offsite for an outing or visit, Staff member’s mobile phones may be taken, but must be put on vibrate, but kept in their bag. The “Mobile Phone Policy” applies whilst on off site visits.**

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| Version | Changes made | Author | Date | Review date |
| 1.0 | Baseline version | J Brown | November 2022 | November 2023 |
| 1.0 | Reviewed – no changes | J Brown | September 2023 | September 2024 |
| 1.1 | Minor formatting changes | J Brown | February 2024 | February 2025 |
| 1.2 | Minor formatting changes | J Brown | September 2024 | September 2025 |

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