**MOBILE TECHNOLOGY POLICY**

Fowey Pre-school has a commitment to keeping children safe and healthy and the Mobile Technology policy is the implementation of the Child Protection policy in relation to electronic communications of all types.

* At Fowey Pre-School we promote the safety and welfare of children in our care. We believe that our staff should be fully attentive during their working hours to ensure all children in the pre-school receive good quality care and learning opportunities
* To ensure the safety and well-being of all the children in our care we do not allow staff to use personal mobile technology equipment during working hours these including –

\* Personal Mobile Phones

\* Cameras

\* iPad’s.

• Mobile phones must be switched off or on silent during the work day.

* There are two mobile numbers that are registered to the Preschool for use whilst outside the preschool room **for emergency calls in and out ONLY** - parents to contact us on the following numbers 07792608886 (Jo Reed) and 07508353602 (Lucy Trudgian) in case of **emergency only.**

• Staff and visitor’s mobile phones must not be used in the pre-school area at any time. Staff are allowed to access their phones during their designated rest break, away from the children, but then these need to replaced, in the locked cupboard until the end of the day.

• Staff are able to use the setting telephone when needed.

• All staff to ensure that the direct setting telephone number and setting mobile phone number is known to immediate family and people who may need to contact them in an emergency.

• On an outing the manager and deputy managers mobile phones will be taken, this is to make emergency calls only, photographing from the mobile phones are not permitted. Other staff members are permitted to take their mobile phones to accept or make a call if it is essential (eg school ringing regarding their own child etc). No staff will take their own personal cameras or iPads on an outing.

• Staff nor visitors are not permitted to bring in and use their own cameras or iPads. The only iPads or cameras used in the setting belong to Fowey Pre-School.

**Social Media:**

• Staff nor visitors must not post anything onto social networking sites that could be construed to have any impact on the Pre-School’s reputation or relate to the Pre-School or any children attending in any way.

• Staff must not post anything to their social media that could be construed as offensive towards another staff member or parent/family.

• We do not encourage staff to interact with pre-school families via social media outlets.

• If staff choose to allow parents to view their social networking page, then this relationship must remain professional at all times.

• Any complaints will be dealt with following our complaints procedure and the member of staff could face disciplinary action which could result in dismissal.

EYFS Themes and Commitments FOWEY PRE-SCHOOL

|  |  |  |  |
| --- | --- | --- | --- |
| Unique Child | Enabling Environments | Learning and development | Positive Relationships |
| 1.3 Keeping safe | The Wider Context | Personal, social and emotional development | 2.1 Respecting each other.  2.2 Parents and partners |

Date of next review: September 2024

Signed………………………………………. Position……………………………Date………

Copies of the original signed document are available upon request