

Mobile Phone Policy

Merry Go Round is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In order to keep children safe and prevent individuals from using mobile phones to take unauthorized photographs of children we:

- Advise all members of staff, volunteers and students to leave mobiles phones at home.
- Where individuals must bring a mobile phone onto pre-school premises we require these to be placed in the box provided and locked in the metal filing cabinet.
- The key to this will then be held by the senior supervisor on duty.
- It is not permitted for any individual to use a mobile phone on pre-school premises except with the express permission of the senior person on duty.
- In any event where an individual has been found to be using a mobile phone without permission, the pre-school manager must be informed immediately. He / she must then also inform the pre-school chair.
- Any individual found to be using a mobile phone without permission may face disciplinary measures and where there is any possibility of the phone having been used for the taking of unauthorized photographs of children the individual concerned will be reported to the police.
- In any event where it is possible that a child has been put at risk through the use of a mobile phone, the pre-school's safeguarding procedures must be followed and Children's Services informed immediately.

***This policy was adopted at a meeting of the pre-school held on
..... (date)***

Signed on behalf of the pre-school