



KINDERGARTEN MOBILE PHONE (ACCEPTABLE USE) POLICY

INTRODUCTION

This policy is designed to provide staff, children, parents and carers, guidelines and instructions for the appropriate use of mobile phones on site during kindergarten hours.

AIMS

- To ensure that potential issues involving mobile phones can be clearly identified and addressed.
- To ensure the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our children.
- To ensure mobile phones do not cause unnecessary and/or unsafe disruptions and distractions in the learning environment.

PROCEDURES

Staff

- Members of staff are not permitted to use their own personal phones for contacting children and their families within or outside of the setting in a professional capacity, unless in exceptional circumstances such as kindergarten trips.
- Staff mobile phones should be locked away in a tin on top of the piano along with other valuables when at kindergarten and members of staff are asked not to make personal calls during their working hours. The exception to this rule is when teachers are outside and take their phones with them in case of an emergency.
- In case of a personal emergency, all personal calls should be directed through the setting's main telephone line or the setting's mobile phone. However, in urgent cases, a call may be made or accepted if deemed necessary and by arrangement with the person in charge.
- Members of staff should not use personal mobile phones or cameras to take photos or videos of children and will only use work-provided equipment for this purpose. However, on rare occasions with permission from the Head, staff members may use their own camera. All photographs thus taken will be downloaded at the end of the day onto the kindergarten computer and deleted from the staff member's memory card.
- If a member of staff breaches the kindergarten policy then disciplinary action may be taken.

Parents and Visitors

- Parents are respectfully advised that telephone calls are not to be made on mobile phones inside the kindergarten.

- Visitors are asked to put their mobile phones in the tin also

All

- Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to children, staff or visitors to the kindergarten.
- If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given. This includes uploading images or videos to a website. Using mobile phones to photograph or film any child, parent or member of staff without their consent is prohibited. In the event that this happens the owner will be asked and expected to delete those images.
- All individuals who bring mobile phones into the kindergarten must ensure that they hold no inappropriate or illegal content.
- The setting's mobile is kept at a central point

Theft or damage

- The kindergarten accepts no responsibility for staff or children who lose or have their mobile phones stolen while travelling to and from kindergarten and cannot accept responsibility for any loss, damage or costs incurred due to its use.

USE OF MOBILE PHONES WHILST DRIVING

Legislation

- The Road Vehicles (Construction and Use) (Amendment) (No. 4) Regulations (2003), places a complete ban on the use of hand-held mobile phones while driving.
- Drivers who use handheld-phones while driving or employers who require or permit their workers to do so, will be subject to penalties ranging from a fixed penalty notice of £60 and 3 points on their licence to a fine of up to £1,000 or £2,500 for drivers of goods vehicles or vehicles that carry nine or more passengers.
- Hand-held mobile phones used with an earphone and microphone will be covered under the ban, as they still require the user to hold the phone to press buttons or to read a message on the phone's screen.

The Kindergarten's Policy

- The use of hand-held phones while driving, whether to make or receive a call, is prohibited. The only exception to this will be in the event of a genuine emergency call to 999 or 112, if it would be unsafe for the driver to stop.
- The Principals and employees of the kindergartens will not require any employee to receive or make calls on a mobile phone while driving. Mobile phones must instead be directed to the message/voicemail service while driving.
- Calls must only be answered or made when the vehicle is parked in a safe place, with the engine switched off. Check for messages and return calls when it is safe to do so.
- The Principals will not assist in the payment of any fine levied against anyone using a hand-held mobile phone while driving. An employee will be regarded as driving if the engine is running, even if the vehicle is stationary.
- Notification of any contravention of these requirements may be regarded as a disciplinary matter.

Please Note:-

Hands-free phones are not banned under the current legislation. However they are distracting and you still risk prosecution for failing to have proper control of a vehicle under Regulation 104 of the Road Vehicles (Construction and Use) Regulations 1986 (amended 2003), if you use a hands-free phone when driving. If there is an incident, the use of any phone or similar device might justify charges of careless or dangerous driving. The penalties on conviction for such offences include heavy fines, endorsement, disqualification and, in serious cases, imprisonment.

REFERENCES

This policy has been written with regard to:

‘Safeguarding Children and Safer Recruitment in Education’ (2007)

‘Statutory Framework for the Early Years Foundation Stage’ (revised 2014) documents.

The Road Vehicles (Construction and Use) (Amendment) (No 4) 2003

See also: [Code of Conduct, ICT \(Acceptable Use\) Policy, Online Safety Policy](#)

This policy will be reviewed annually			
Created by:	By:	Jill Kelham, Vice Principal	
Latest Review: June 2017	By:	Kathy Ballantine, Acting Head	Changes made
Next Review: June 2018	By:	Kindergarten Head	