

12. Smart devices Mobile Phone and watches Policy

At Woodlands we follow these simple steps with regards to mobile phones on the premises.

- All staff at the beginning of the day turn off their phones and place them in the top drawer in the shelving unit.
- In the event of an emergency personal mobile phones maybe used in the privacy away from the children with permission from the manager.
- Photo images for the children's records can only be taken with signed permission from the parent/carer which can be found in the registration pack
- Parents and other professionals are requested not to use their mobile phones on the premises
- Managers phones are used as contact for parents and are placed in the top draw of the desk and are never used to take video or photos of the children
- All staff will give the work number as emergency contact for their children's school so they are easily contacted.
- No camera phones at anytime maybe used to take photos of the children including parents.
- If there is a play or party we will seek the parent's views on other parents taking photos via letter.
- There will be no smart watches or other devices used on the premises.

September 2013 Updated October 2021

Signed: Stacey Humphrey

(PreSchool Manager)