

## Mobile Phone Policy

At Little Oaks we put children's safety and well being at the centre of all practice. Therefore the following policy will apply:

- NO mobile phones are to be taken into the classrooms or outside learning environments by any member of staff, parent, visitor, volunteer or student.
- The above should be stored in the basket provided in the office. These should be signed in and out.
- Any visitors will be made aware of our policy and expected to respect it. They will be asked to follow the above procedure.
- Parents / Carers will be made aware of our policy and asked not to make or take calls or texts when on the premises (including the outside learning environment).
- If a member of staff sees a parent or carer using a mobile phone whilst on the premises (either inside or outside) they will draw their attention to our Mobile Phone signs and be asked to put their phone away.
- Mobile phones with a photographic facility are to be treated as a camera and the guidelines in the photography policy followed at all times.
- Little Oaks have a mobile phone which will be used for off-site visits. Members of staff will sign it in and out. The log book and phone are kept in the office filing cabinet.
- If a member of staff has to use their own phone for an off-site visit, for example if the mobile is already in use, then this must be recorded in the log book.

See also: Photography Policy

This policy was adopted at a committee meeting of Little Oaks held  
on.....

Signed on behalf of the committee.....

Role of signatory.....

Reviewed & updated Feb 2012; Reviewed January 2013; Reviewed & updated Oct 2013;  
Updated Nov 2014, Jan 15, June 17, May 18.