

All policies interrelate so please check other policies for pertinent information.
Policies are intended to support our philosophy which is summarised in these qualities; Dynamic, Inquisitive, Responsible, Grit, Playful, Contented



Mobile Phone and Technological devices Policy

To ensure the safety and welfare of the children in our care we operate a mobile phone policy which stipulates that personal mobiles cannot be used in the presence of any children in our care at any time. Other technological devices should not be used in the presence of children for any form of recording.

Artisans Phones

Artisans has four company telephones. The numbers for three of these phones are provided in our literature to parents and all four to staff.

These phones are available for the use of any staff member for calls relating to their duties within Artisans, during their working hours. They are also available to any staff member who experiences a personal emergency whilst at work and needs to contact others.

Phone calls should be made and taken only when the adult concerned is not directly responsible for any child for the duration of the call, i.e. it is necessary to check that the absence of your attention from the setting is not compromising the safety or care or educational standards for the children at the time.

Parents need to appreciate that this is our first duty and that in the majority of cases they will need to leave a message and wait for us to return their call at an appropriate time. Artisans undertakes to check the messages left at regular intervals throughout each working day.

Artisans fourth phone. This is the emergency phone and is located centrally during all operational hours. This phone **MUST** be answered whenever it rings. The number for this phone is available only to staff, who in turn may pass it on as a contact number for their dependents and immediate family whilst they are at work. This phone must never leave the premises and it is the responsibility of senior staff to ensure it is always charged. The facility prevents the need for any staff member to carry a personal phone when working with children.

It is the responsibility of individual staff to ensure that this number is provided to those that need it and that it's use only as an emergency contact point is understood.

Staff calling Artisans must consider whether their call requires an immediate response before using this number and in all other circumstances should call an alternative number.

Personal phones

All personal mobiles must be kept in the staff only area of Artisans at all times.

Personal calls may only be made during breaks and exclusively in the staff only area or off the premises.

Use of a personal mobile outside of these conditions will result in disciplinary procedures.

Parents may not use their phones on Artisans' premises. Exception will be made for personal photos during Project Festival events but such photos must be for personal use only.

Media access

Some phones can access media, as the ipads do. The media policy, safeguarding policy and staff contracts ensure that use of phones to do anything other than make a call or send an SMS text is regulated and in almost all circumstances, not permissible.

Other devices

Any other technological device must never be worn if it has any recording function or the ability to communicate with any other device. Any SLT member may ask for any technological device to be removed and stored in the staff area, at their discretion, and without the need to give a reason. Any unsuitable use of any such device will lead to disciplinary action that may include instant dismissal, either of staff member or child.

This policy is reviewed annually in the Summer term
The lead teacher on this policy is Ruth Martin