

## **Mobile Phone Policy**

This mobile phone policy has been designed to ensure that the use of mobile phones, cameras and electronic devices are both stored and used correctly within the setting in a way that keeps everyone safe whilst in Braunston Preschool CIO.

Throughout this policy, where it refers to mobile phones, this is also intended to cover and electronic devices which could be used to take images, including but not restricted to tablets, smart watches, cameras and recording requirement.

The aim of this mobile phone policy is to promote safe and appropriate use of mobile phones when in Braunston Preschool CIO. Whilst we understand that in some circumstances mobile phones are required to be used we want to ensure that they are used safely and in the correct areas.

All staff are responsible for the safe and proper implementation of this policy and are expected to challenge any person who is seen using their mobile in such a way that breaches this policy. Failure to report a breach of this policy may lead to disciplinary action.

A breach in this policy may lead to disciplinary action and depending on the nature of the breach it may be considered as gross misconduct and result in dismissal.

Braunston Preschool CIO reserves the right to view any images that have been taken whilst on the premises and request that images are deleted if they are deemed inappropriate or unnecessary.

BRAUNSTON PRESCHOOL CIO  
FOREST SCHOOL