

Mobile Phone Procedure

To ensure the safe use of mobile phones in Braunston Preschool CIO, each person that enters the building will be asked to put their phones into the staff cupboard in the office.

Staff are permitted to use their mobile phone in the office on breaks where no children are present. Staff are not permitted to use their phones outside of the office during their breaks.

Visitors

Visitors to Braunston Preschool CIO also need to follow the mobile phone policy and procedure. A visitor includes but is not limited to, contractors, inspectors, consultants, students, parents, prospective parents, local authority, any outside agencies.

Upon arriving at Braunston Preschool CIO, all visitors will be informed by a member of staff of the mobile phone policy and will be asked to observe the restrictions in place.

Some visitors to Braunston Preschool CIO may be permitted to use mobile phones whilst in the office, providing that they have sought authorisation from the manager, who will challenge any use of mobile phones in restricted areas and ensure that prior approval has been given.

Trips and Outings

Braunston Preschool CIO has a mobile phone specifically for the use of trips and outings with children. This mobile phone has no enhanced functionality and is used solely for contacting the relevant person/emergency services in the event of an emergency whilst on an outing.