

Trips and Outings

Where trips are taken outside of the setting and the Pre-School mobile is not provided, staff may use a personal mobile which is fully charged and switched on for the duration of the trip. This number is recorded in the outings book and staff will be reimbursed for any use associated with the trip accordingly.

**This Policy was adopted at a meeting of the Woodham Mortimer Pre-School Committee**

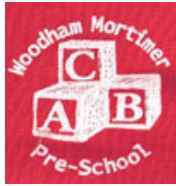
**Date of Meeting** \_\_\_\_\_

**Next Review Date** January 2011

**Signed on Behalf of Woodham Mortimer Pre-School** \_\_\_\_\_

**Name of Signatory** Kayte Terrett

**Role of Signatory** Chairperson – Woodham Mortimer Pre-School Committee



Woodham Mortimer Pre-School  
 Woodham Mortimer Village Hall  
 Post Office Road, Woodham Mortimer, Maldon, Essex CM9 6SX  
 Telephone: 07742 228077  
 Website: www.woodhammortimerpreschool.org.uk  
 e-mail: woodhammortimerpre-school@hotmail.com  
 Registered Charity Number: 1060526 DFES / OFSTED Number 650168  
 PSLA Membership Number: 20167

## **SAFEGUARDING CHILDREN**

**General Welfare Requirement: Safeguarding and Promoting Children’s Welfare**  
 The Provider must take necessary steps to safeguard and promote the welfare of children

### **1.11 – MOBILE PHONE POLICY**

#### **POLICY STATEMENT**

Our Pre-School operates a Mobile Phone Policy within our setting to ensure that mobile phones are used appropriately while staff, parents and carers are at Pre-School.

#### **EARLY YEARS FOUNDATION STAGE KEY THEMES AND COMMITMENTS**

<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Development</b>
1.3 Keeping Safe	2.1 Respecting each other 2.3 Supporting Learning	3.3 The Learning Environment	N/A

#### **PROCEDURES**

##### Parents, Carers or Visitors

To ensure the protection of the children in our care, the use of mobile phones in the setting is prohibited. We respect that there are times when adults may need to use their mobile phone and they will be asked politely by a member of staff to move outside of the setting until they have finished.

##### Employees

All employees must ensure that their mobile phones are left with their personal belongings in the kitchen for the duration of the session and must not be carried about their person during working hours. Mobile phones must not be used whilst the session is in progress, unless agreed in advance by the Session Supervisor.

Staff are requested to give the Pre-School Mobile number as an emergency contact.