



Mobile Phone, Tablet and Smart Watch Policy

Chalke Valley Playschool make safeguarding the children in our care our absolute priority. This policy should be read in conjunction with our full safeguarding policy.

During opening hours no personal mobile phones are permitted in the classroom, children's toilets or garden areas.

Staff and visitors are required to place any mobile phones, tablets and recording devices in the staff lockers in the office.

Smart watches are permitted to be worn as long as they don't have the capability to record images.

If the wearing of smart watches is deemed by the management team to interfere with staffs ability to fully perform their job role it will be necessary to lock them away too.

Playschool have a mobile phone that is to be used on outings or in the event of the main telephone line being out of order. Staff mobiles are not to be used for work purposes at anytime.

Staff are able to access their mobile phones and tablets during their lunch break in the office with the door to the classroom closed.

Playschool have a number of Kindles for staff use in the classroom for educational purposes only. This includes but is not limited to the use of the Tapestry app, google, and use of the camera to record observations etc.

The Playschool Kindles are not to be taken offsite without written permission from either Dawn or Juliet.

The management team will regularly check the usage of all playschool devices to make sure it is appropriate.

This policy was adopted by Chalke Valley Playschool

On 17/09/19

Date to be reviewed 17/09/2021

Signed on behalf of the provider

Name of signatory Juliet Pearce

Role Business Manager