



**Triangle Pre-School**

Wesley Methodist Church Hall, Fromond Road, Winchester, Hampshire, SO22 6EG  
Telephone 01962 880988  
Registered Charity Number: 1033953

**MOBILE PHONE POLICY**

**Policy statement**

Our setting does not allow staff to use their mobile phones when Pre School is open to make or take personal calls. All mobile phones belonging to staff, students or volunteers working in the setting should be kept turned off or in the locked cupboard in the Blue Room. We have a dedicated Pre School mobile phone (without internet access or a camera) which is kept on the piano during session.

**Procedures:**

- All mobiles belonging to staff, students or volunteers should not be on their person or used during the session to take, receive calls or take photographs.
- All mobile phones should be kept in the locked cupboard in the Blue Room.
- The telephone number of the Church and the Pre School’s mobile number can be given to anyone who may need to contact staff in an emergency.
- All visitors who enter the Pre School are respectfully asked to turn their mobiles off. If they need to use their phones during their visit they will be asked to do so in the Kitchen.
- Parents who are using their phones or answer them while in the Hall collecting their children will be respectfully asked to terminate the call as soon as they can.
- All visitors to Pre School are asked to read our Mobile Phone Policy before they sign our visitors’ book.

**This policy was adopted at a meeting of Triangle preschool held on:**  
17th January 2023

**Date to be reviewed:** January 2024

**Signed on behalf of the Management committee:** .....

**Name of Signatory:**  
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**Role of Signatory:**  
.....CHAIRPERSON.....