



Ballygawley Early Years Playgroup

Mobile Phone Policy

Principle

The Child (NI) Order 1995 and publication of "Our Duty to Care," emphasise that the welfare of the child is paramount. With this in mind, the Mobile Phone Policy has been introduced to safeguard children from the misuse of mobile phones within the setting of Ballygawley Early Years Playgroup.

Statement of Intent

Ballygawley Early Years Playgroup is committed to safeguarding the children within its environment, therefore to prevent the potential for abuse all mobile phones will be kept in designated areas. Specific arrangements for the use of mobile phones are as follows;

- Staff (personal) mobile phones will remain in their lockers while Playgroup is in session. The Playgroup landline telephone may be given by staff as a work/emergency contact number for incoming calls should the need arise.
- The Ballygawley Early Years Playgroup mobile phone (work) will remain in the office while Playgroup is in session. In the case of a field trip or Playgroup emergency the mobile will remain with the Playgroup Leader or Deputy if the Leader is not present.
- All visitors will leave their (personal) mobile phones in the office, while Playgroup is in session.

Procedures

1. Staff before each session will secure their personal mobile phone in the lockers provided.
2. Staff will not remove their personal mobile from the locker when playgroup is in session.
3. If a staff family emergency should occur, the playgroup landline or mobile phone should be used at discretion of Playgroup Leader.
4. All visitors will be respectfully requested to leave their mobile phones in the staff office, while in any areas used by the children during playgroup session times. If a visitor is required to use their mobile phone, this should be restricted to staff office when Playgroup is in session.
5. Under no circumstances will a mobile phone be used to take photographs/recordings of any child/children who are in attendance of the Playgroup. This includes both personal and work mobile phones.



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6. At no time should a mobile phone be used to make reference to a child/ children in attendance at Playgroup on a social networking site. This includes both personal and work mobile phones.
7. If any member of staff or visitor does not comply with the above procedure, it is the responsibility of the Playgroup Leader, or Deputy if the Leader is not present, to contact the Chairperson/designated Child Protection Officer.
8. Any employee or visitor found in breach of these procedures will be liable to disciplinary action, possible dismissal and referral to the Gateway team (Social Services).

This policy was adapted at a meeting of our playgroup held on the 1st September 2026

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was reviewed by the Ballygawley Early Years Management Committee on:

Date: 01/09/2026

Signed:
(on behalf of the Management Committee)

Name and Position: Iona Devine, Chairperson

Reviewed on:

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

Date: Signed:..... Position:.....

This policy links with the following policies;

- Safeguarding Children and Child Protection policy
- Whistleblowing policy
- ICT (including E-safety and Social Networking) policy
- Data Management policy
- Photography and Videography policy



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- Employment Policies (staff folder)