Personal Cell Phone Use When Children are Present

To maintain staff ratios and give full attention to children in Head Start classrooms and during socializations and other events.

**Policy/Procedure:**

- Personal cell phone use by staff is prohibited when children are present during Head Start classes, socialization or events.

All classrooms have land line telephones. If employees need to be contacted for a family emergency, they can be reached at their worksites’ phone numbers. Cell phones should be turned off or put away during the Head Start day so they do not interrupt full and continuous attention to children. When on the playground, field trips or anywhere outside the classroom with children, staff may use cell phones only for Head Start business, not for personal reasons. Staff may use cell phones for personal use during scheduled breaks taken outside the classroom or away from children. Violations of this policy may result in disciplinary action. Personal care attendants, or others hired to work with children during the Head Start day, should be informed of this policy by Head Start center staff and be reported to their supervisors if they violate this policy. This policy includes devices used for texting.

Approved by Policy Council 2010