



Mobile Phone Policy

Updated September 2024

The purpose of this Mobile Phone Policy is to ensure that mobile phone use within the nursery setting is managed in a way that maintains the safety, security, and privacy of all children, staff, and visitors. We aim to provide an environment free from distractions, where children's well-being and learning experiences are the main focus. This policy outlines the guidelines for mobile phone use and sets clear boundaries to ensure a safe and professional environment for both children and staff.

General Principles:

Protection of Children's Privacy:

To ensure the privacy and safety of all children in our care, mobile phones should not be used on the shop floor. We do not permit the use of mobile phones to take photographs or record video footage of children.

Focus on the Children:

The primary focus in our nursery should be on the care and education of the children. Staff members should only use mobile phones during break times. Personal use of mobile phones is discouraged during nursery hours to prevent distractions and to ensure high-quality care.

Safety and Security:

Mobile phones must be kept secure at all times to prevent them from being lost, stolen, or misused.

Staff Use of Mobile Phones:

Personal Mobile Phones:

- Staff are permitted to bring personal mobile phones into the nursery, but they must be kept in a designated area (e.g., staff room or locker) during working hours. Phones should not be carried around the nursery or used in areas where children are present, such as playrooms, hallways, or outdoor areas.
- Staff must ensure that their mobile phones are set to silent mode to avoid disruptions.
- In the case of an emergency, staff may use their mobile phones to contact emergency services or family members. However, this should be done discreetly and with minimal disruption to the children's activities.

Emergency Situations:

In the event of an emergency, staff may use their phones to make urgent calls, but only if it is necessary to

the situation. This should be done in a private area, away from children, to avoid disturbing the children or compromising their safety.

Professional Use of Mobile Phones:

- Staff may use their mobile phones for work-related purposes (e.g., to make calls or access work-related information) but should do so during designated break times or in designated areas where children are not present.
- Photographs or videos should not be taken on personal phones for any reason, unless prior written consent has been obtained from parents or guardians. Any photos or videos of children must be taken using nursery-approved equipment only.

Use of Mobile Phones by Parents and Visitors:

Mobile Phones in Nursery:

Parents and visitors are permitted to bring mobile phones into the nursery, but they should refrain from using them in areas where children are present. For example:

- Parents are asked to keep mobile phones on silent mode while in the nursery.
- Visitors and parents should not take photographs or videos of children without the explicit permission of the nursery staff and parents of the children involved.

Photographs and Video Recording:

- Parents and visitors should not take photographs or videos of children other than their own unless consent has been provided by all parties involved.
- Any photos or videos that are taken should not be shared publicly (e.g., on social media) unless explicit consent has been obtained from the nursery and from the parents of any children involved.

Designated Areas for Phone Use:

Parents and visitors are encouraged to use mobile phones in designated areas, such as waiting areas or outside the building, to prevent distractions in the play and learning areas where children are present.

Safeguarding and Child Protection:

Monitoring Mobile Phone Usage:

To ensure compliance with safeguarding regulations, all staff are required to keep their mobile phones secure and only use them for necessary, professional purposes. The nursery reserves the right to monitor and review phone usage as part of our commitment to safeguarding.

Preventing Inappropriate Content:

Staff, parents, and visitors must refrain from sharing or accessing inappropriate content on mobile phones while on the premises. This includes inappropriate websites, social media posts, or any content that could be considered harmful, offensive, or unsuitable for children.

Children's Access to Mobile Phones:

Children should not have access to personal mobile phones at any time while in the nursery. Staff should ensure that mobile phones are not left within children's reach, and all phones should be stored securely

when not in use. If children bring mobile phones to nursery, they should be left with the nursery staff for safekeeping.

Exceptions and Emergencies:

Emergency Use of Mobile Phones:

In cases of emergency, staff, parents, or visitors may use their mobile phones to make urgent calls, but this should be done discreetly and away from children. In case of any concerns or issues regarding children's safety, mobile phones may be used for communication with relevant authorities or emergency services.

Nursery's Contact with Parents:

In the event of an emergency or if a parent needs to be contacted about their child's welfare, the nursery will use the parent's contact number. Parents should ensure their contact details are always up-to-date with the nursery.

Consequences for Breaches of the Policy:

Staff Violations:

Failure to adhere to this mobile phone policy may result in disciplinary action, which could include a formal warning, suspension, or termination of employment, depending on the severity of the violation.

Parent and Visitor Violations:

If parents or visitors do not comply with this mobile phone policy, they may be asked to leave the nursery premises or may be refused access. In cases where violations are serious, further action may be taken.

This Mobile Phone Policy ensures that mobile phone use in the nursery does not compromise the safety or privacy of the children, while also fostering a professional environment where children's development and well-being are the focus.

Review of Policy:

This policy will be reviewed annually (September 2025), or as needed, to ensure that it remains relevant and effective in meeting the evolving needs of the children, families, and staff within the nursery.

Name:	Position:	Signed:	Date:
David Birkbeck	Owner		
Kayleigh Tydd	Director		
Greg Bamber	Nominated Individual		
Zoe Tydd	Manager & DSL		
Abbie Lloyd	Deputy Manager		
Jade Radcliffe	Second Deputy Manager		
Pamela Lear	Practitioner		
Diane Jones	Practitioner		
Emily Gautrey	Practitioner		