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**TOP Nursery Mobile F**

## Document Information

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4. Equal Opportunities .....
5. Mobile Phone Usage.....
6. Use of Nursery Devices.....
7. Subject to the disciplinary procedure .....
8. Safeguarding.....
9. Using personal mobiles for work purposes.....

## 1.Aims

At TOP Nursery, the safety and protection of children sets out clear guidelines to ensure that mobile phones do not compromise the safeguarding and privacy of children in a safe, secure, and professional environment for all.

## 2.Legislation and Statutory Responsibilities

This policy is based on the following statutory provisions:

- Statutory Framework for the Early Years Foundation Stage
- Keeping Children Safe in Education (2018)
- Working Together to Safeguard Children (2015)
- The Children Act 1989 and 2004

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

We expect all visitors to act respectfully and in line with this expectation will be addressed promptly in accordance with our Equality, Diversity and Inclusion policy.

## **5.Mobile Phone Usage**

- Staff personal mobile phones must be stored in designated storage areas in office during working hours
- Staff (including volunteers, contractors and visitors to school) are not permitted to make or receive calls in any setting. Use of personal mobile phones is restricted to areas of the Nursery where pupils are not present
- If special arrangements are not deemed appropriate, staff must use the office number as a point of emergency contact
- Mobile phones are not permitted in any other areas of the school

- These devices are password protected

## **7. Subject to the disciplinary process**

- Any safeguarding concerns will be reported to the Local Authority Designated Officer (LADO)
- If a child is found with a mobile device, it will be confiscated at the end of the session.

## **8. Safeguarding**

Staff must refrain from giving their personal contact details or connecting through social media and messaging apps.

Staff must avoid publicising their contact details to avoid unwanted contact by parents or pupils.

Staff must not use their mobile phones to take photos or recordings as part of a lesson/school trip/activity for work, or anything else which could identify a pupil. Mobile phones are for personal use only.

## **9. Using personal mobiles for work**