



Mobile Phone Policy

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| Approved by: | Becky Wood | Date: 1 September 2025 |
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| Last reviewed on: | 1 September 2025 |
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| Next review due by: | 1 September 2027 |
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There is a concern that mobile phones with integrated cameras enable anyone to take photographs or video footage without the knowledge of those being targeted. The dangers to children are clear. This policy ensures our children are fully protected, prevents accusations against staff and reassures parents.

Wingate Community Nursery School stipulates that;

- All mobile phones must be stored in a locked drawer in the HT's office - on silent
- Staff can collect their mobile phones for use during lunchtime
- Staff must not use their phone for any purpose including text messaging during working hours
- Staff do not take images/footage of nursery children on their personal mobile phones
- Staff do not contact parents/families on their own personal mobile phones
- Staff do not take their mobile phones on outings/trips, but rather take the school, allotment or outings mobile phone for emergencies

If staff have a personal emergency, they are free to use the school phone or make a personal call from their mobile in the admin/Headteacher's office. Staff who work elsewhere in the building and not necessarily working directly with the children eg admin, caretaker, cleaner, cook, dinner nanny etc. should also lock their phone away, only having access to it at lunchtimes.

Staff (will need to) ensure that the Headteacher has up to date contact information and that staff make their own families aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

Wingate Community Nursery School accepts that parents/carers/visitors will bring their mobile phones into nursery. However, they are asked not to use them within the nursery or where children are present. Signage in the entrance to the school garden and building reinforces this message.

Any parent/carer/visitor found using their mobile phone and/or taking images/footage of children via their phone will be immediately asked to put their phone away or leave the nursery. It is everyone's responsibility to speak to individuals seen using their phones on school property.

Any contractors needing to use their phone to undertake work in the nursery should go to the school office/reception to use them.

(This policy is in conjunction with our Policy on Parental Use of Social Networking and Internet Sites)

Any employee found taking images /footage of children via their mobile phones will face immediate disciplinary action.