



...With full Day Care and Family Services

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Head Teacher & Director of Child Care -  
Jayne Allton B.ED (HONS)

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## Mobile Phone

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### Background

Over recent years mobile phones have become increasingly popular and increasingly complicated. It is now unusual for an adult not to have a mobile phone and for this not to have a camera integrated into it. With this in mind this policy has been developed following the guidance of DCC.

### Concerns

There are two major concerns regarding staff having mobile phones on their person during work hours in Early Years settings both which have a safeguarding implication

- The first concern is the ability to take photos with a mobile phone which has a camera fitted outside any agreed protocol for taking photos in the establishment
- The second is that staff may be tempted to answer their phone whilst at work and this could distract them from their supervisory duties

There is also a concern that parent/carers/visitors to the nursery school also have the ability with such phones, to take photos of children in the establishment outside agreed protocols.

### Procedures/ Actions

#### Parents

1. Parents are asked not use their mobile phone during nursery whilst dropping their children off and collecting. If they require to use their phone the parents are asked to use them outside the building or in the sitting room.
2. The Nursery School has an agreed protocol for taking photographs and where they are to be used. Parents sign and indicate their preference on induction.
3. The Head Teacher will ensure all staff are aware of which children can be photographed and where the photos can be displayed.
4. At concerts and school events parents will be advised on the letter and at the beginning of the event/concert whether they can take photographs and reminded of putting on private settings on social media. If on occasions where parents are unable to take photographs the Nursery School will take photos and make them available to parents for a small contribution.

#### Staff

Staff are not allowed to use mobile phones whilst working with the children. All staff are asked to state they are aware of this rule and they agree to abide by it. Staff are asked to leave their mobile phones in a safe location – lockers whilst they are working with children. If staff breach this rule and use their mobile phone around young children they will be subject to disciplinary action.

- If staff need to make a phone call in an emergency they are able to use the staff room, school office, or teachers office. Staff must make sure senior staff are aware before making their phone call to ensure suitable supervision levels for the children
- Staff are given the nursery schools telephone number to provide to next of kin, children in the case of contacting in an emergency. The office staff will take messages and contact the individual staff member

Jayne Allton – Head Teacher

Policy was adopted 2020

**Date reviewed** March 2022

Signatory Chair of Governors and Date.....