



Mobile Phone and Personal Device Policy

Policy Statement

At Woodlands, the safety and supervision of children is our highest priority. The use of personal mobile phones and devices during working hours can pose safeguarding risks and may distract staff from supervising children.

This policy ensures that the use of mobile phones does not interfere with staff responsibilities or compromise children's safety.

This policy follows safeguarding expectations set out in the Early Years Foundation Stage Statutory Framework and guidance from Ofsted.

Personal Mobile Phones

Staff must not use personal mobile phones while working directly with children.

Mobile phones must:

- Be kept in the designated staff area or locker
- Be on silent or switched off
- Not be carried in pockets while working with children

Staff must not use phones in:

- Playrooms
- Outdoor play areas
- Toilets used by children
- Any area where children are present

Accessing Mobile Phones During the Day

Staff must not leave their room or supervision of children to check their mobile phone during working hours.

This includes:-

- Walking into the staff room to check messages
- Using phones during working time outside of scheduled breaks
- Leaving colleagues to cover ratios while checking phones

Staff may only access their phones:

- During their allocated break
- In the designated staff area
- With permission from the room leader or manager in exceptional circumstances

Emergency Contact

If staff are expecting an urgent call (for example a family emergency or their child's school), they should inform management at the start of their shift.

In these circumstances:

- The staff member may be allowed access to their phone in the office
- Arrangements will be made to ensure ratios and supervision are maintained

Family members should be encouraged to contact the setting directly in case of emergencies.

Photography and Recording

Staff must not use personal devices to:

- Take photographs of children
- Record videos or audio
- Store images of children

Only setting-owned devices may be used for photography in line with the setting's safeguarding procedures.

Smart Watches and Other Devices

Smart watches or other devices capable of:

- Messaging
- Photography
- Internet access

Must not be used while supervising children unless authorised by management.

Visitors and Students

Visitors, students and volunteers must also follow this policy and may be asked to store phones in a designated area while in rooms with children.

Breach of Policy

Failure to follow this policy may result in disciplinary action in line with the setting's disciplinary procedure.

Serious breaches that compromise safeguarding may be reported to Ofsted or the Disclosure and Barring Service if appropriate.