



Mobile Phone and Smart Device Policy 2026 - 2027

Introduction and Aims

At Grandpont Nursery Nursery school and Childcare, the welfare and well-being of our children is paramount. The aim of this policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile and smart device user guidelines. This is achieved through balancing protection against potential misuse with the recognition that smart devices and mobile phones are effective communication tools.

It is recognised that it is the enhanced functions of many mobile devices that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse – including the taking and distribution of indecent images, exploitation and bullying.

Scope

This policy applies to all individuals who have access to mobile phones or Smart devices on site.

This list is not inclusive but not limited to staff, volunteers, governors, children, young people, parents, carers, visitors and contractors. This policy should also be read in relation to the following documentation:

- Safeguarding and Child Protection Policy
- Behaviour and Relationships and Anti-bullying Policies
- Guidance on the Use of Photographic Images and Videos of Children in Nursery schools

Our aim is that all practitioners:

- Have a clear understanding of what constitutes misuse.

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- Know how to minimise risk.
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use.
- Are responsible for self-moderation of their own behaviours.
- Are aware of the importance of reporting concerns promptly.

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones and Smart Watches by adults within the setting.

Personal Mobiles –

Staff

- Staff are not permitted to have any smart device in the Nursery classrooms, to make/receive calls/texts during contact time with children. Emergency contact should be made via the Nursery school office.
- Staff should have their phones on silent or switched off and out of the Nursery classrooms during class time. Smart Watches should also be on silent – any messages received on them should not be opened (read) whilst in contact with children. Any other wearable recording devices, including glasses should not be taken into the classrooms.
- Mobile phones and any other recording devices should not be used in a space where children are present (e.g. classroom, outdoor area or entrance hall).
- Use of any device to receive/send texts, WhatsApp messages and emails should be limited to non-contact time when no children are present e.g. in office areas, staff room.
- It is also advised that staff security protect access to their phone/Smart Watch.
- Should there be exceptional circumstances (e.g. an acutely sick relative), then staff should make a member of senior staff aware of this and can have their phone on and in the office to be answered in case of having to receive an emergency call.
- Staff are not at any time permitted to use recording equipment on their mobile devices or any other smart devices, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using Nursery school equipment such as cameras and iPads.
- Staff should report any usage of mobile devices that causes them concern to the Head of Nursery school or one of the DSLs.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on off-site activities. However, staff should ensure that:-

- Mobile use on these occasions is appropriate and professional.

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- Nursery school devices should be used to take photographs on trips.
- During Nursery school hours if staff need to make contact with parents whilst on Nursery school trips, all relevant communications should be made via the Nursery school Office.
- Where parents are accompanying trips, they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip.

In an emergency, e.g. on a trip, where a staff member needs to contact a parent using their mobile phone, they should ensure that their caller ID is blocked.

Personal Mobiles

Children We recognise that mobile phones are part of everyday life for many children. However, we do not believe this is appropriate for children under four years old.

In certain circumstances, for instances for the monitoring of a medical condition, a pupil may require access to a mobile phone or other smart device while on the Nursery school site. This should form part of the pupil's Health Care Plan.

In these circumstances the mobile phone or smart device should be kept in the office for monitoring while on the school site unless it is directly related to their medical condition or other agreed circumstance.

Trackers and Smart Watches

Children will not be allowed to have mobile phones, smart watches or other smart devices on Nursery school premises, or to take them on visits or other Nursery school-initiated activities. This includes any tracking devices including apple air tags or android tags.

Parents, Volunteers, Visitors, Governors and Contractors

All Parents, Volunteers, Visitors, Governors and Contractors are expected to follow this policy as it relates to staff whilst on the premises. Visitors and volunteers are made aware of expectations as part of shared safeguarding information or induction.

Parents

While we would prefer parents not to use their mobile phones while on Nursery school premises, we recognise that this would be impossible to regulate and that many parents see their phones as an essential means of communication at all times. We, therefore, ask that parents' usage of mobile phones, whilst on the Nursery school site is courteous and appropriate to the Nursery school environment. Parents should not use mobile phones or any other smart devices whilst within the Nursery school building, except in offices and away from children.

Parents/carers are allowed to photograph or video Nursery school events such as shows or sports day using their mobile phones – but must not publish images (e.g. on social networking sites) that include any children other than their own. Please refer to Guidance on the Use of Photographic Images and Videos of Children in Nursery schools.

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Dissemination

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the Nursery school office and website.

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