



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
Burntwood, Staffordshire, WS7 2BY
contact@oakbridgellittlelearners.co.uk
01543 686099



MOBILE PHONE POLICY

Policy Statement

Oakbridge Little Learners Ltd is committed to safeguarding children and protecting their privacy. The use of mobile phones, smart watches, and wearable technology within the nursery is strictly controlled to prevent unauthorised photography, recording, or communication.

This policy applies to all staff equally, including senior members of staff.

There are no exceptions to this policy unless authorised by management for specific operational purposes.

The inappropriate use of personal devices presents a safeguarding risk and may compromise the safety, privacy, and dignity of children.

This policy supports the nursery's safeguarding arrangements and should be read alongside the **Safeguarding Policy, Staff Code of Conduct Policy, Camera and Photography Policy, Data Protection (GDPR) Policy**, and the **Parent Handbook**.

Staff Responsibilities

- Ensure devices are stored correctly
- Challenge inappropriate use where safe to do so
- Report any breaches immediately

Mobile Phones and Smart Watches

- The nursery operates a **no mobile phone** within the setting
- **Smart Watches** must be in **aeroplane mode** in rooms where children are present



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
Burntwood, Staffordshire, WS7 2BY
contact@oakbridgelittlelearners.co.uk
01543 686099



- This applies to:
 - Staff
 - Students
 - Volunteers
 - Visitors
 - Mobile phones and any wearable technology capable of taking photographs, recording audio/video, or accessing the internet **must not be worn or used within any area where children are present**
-

Storage of Devices

- Staff and visitors must leave mobile phones and wearable devices:
 - In the designated **office storage area**
 - With personal belongings such as bags and coats
 - Devices may only be accessed:
 - During breaks
 - In designated staff-only areas
-

Photography and Recording

- Under no circumstances may any staff member, student, volunteer or visitor:
 - Use a mobile phone or wearable device to take photographs
 - Record video or audio within the setting
- Any breach of this rule will be treated as a **serious safeguarding concern** and may result in disciplinary action, up to and including dismissal



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
Burntwood, Staffordshire, WS7 2BY
contact@oakbridgelittlelearners.co.uk
01543 686099



Only nursery-owned equipment may be used for photography, in line with the **Camera and Photography Policy**.

Parents and Visitors

- 'No mobile phone or smart watch use' signage is displayed throughout the nursery
 - Parents/carers or visitors who need to take a call or check their device will be asked to:
 - Leave the nursery building
 - Complete their call or use outside the setting
 - This applies equally to **smart watches** as well as mobile phones
-

Emergency Contact

- Staff may be contacted in an emergency via the **nursery landline**
 - Parents/carers will be contacted by nursery staff where required
-

Monitoring and Enforcement

- Compliance with this policy is monitored by the Nursery Manager and senior staff
 - Any breach of this policy will be managed in line with the nursery's **disciplinary procedures**
 - Any concerns regarding device misuse must be reported in line with the Safeguarding and Whistleblowing Policies.
-

Policy Review



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
Burntwood, Staffordshire, WS7 2BY
contact@oakbridgelittlelearners.co.uk
01543 686099



This policy is reviewed regularly to ensure it remains effective and compliant with safeguarding guidance.

Created: August 2015

Reviewed: January 2026