



Mobile Phone Policy

At Little Oaks we put children's safety and well-being at the centre of all practice. Therefore, the following policy will apply:

- NO mobile phones are to be taken into the classrooms or outside learning environments by any, parent, visitor, volunteer or student.
- Staff may only take in phones with manager's approval for taking photos for Instagram which do not contain children. All photos are deleted as soon as they are uploaded.
- Mobile phones should be stored in the stand provided in the office. Phones should be signed in and out on the signing in sheet.
- Any visitors will be made aware of our policy and expected to respect it. They will be asked to follow the above procedure.
- Parents/carers will be made aware of our policy and asked not to make or take calls or texts when on the premises (including the outside learning environment).
- If a member of staff sees a parent or carer using a mobile phone whilst on the premises (either inside or outside) they will draw their attention to our Mobile Phone signs and be asked to put their phone away.
- Mobile phones with a photographic facility are to be treated as a camera and the guidelines in the Photography Policy followed at all times.
- If a member of staff has to use their own phone for an off-site visit, this must be approved by the managers.

See also: Photography Policy

This policy was adopted at a committee meeting of Little Oaks held on.....

Signed on behalf of the committee.....

Role of signatory.....

Reviewed & updated Feb 2012; Reviewed January 2013; Reviewed & updated Oct 2013; Updated Nov 2014, Jan 15, June 17, May 18, Sept 18. Reviewed and amended Feb 19. Reviewed Nov 20. Reviewed and updated Nov 21. Updated July 2023 as no longer have a Little Oaks mobile phone.