



MOBILE PHONE POLICY AND PROCEDURES

Reviewed June 2023 by CSHUGHES August 2024 Aug25 Aug26 with some amendments

We are committed to reviewing our policy and good practice annually.

Woodland Nurture's overarching priority is to keep all children safe at all times.

This Policy shall be applied during all activities that take place at Woodland Nurture.

This policy should be read in conjunction with the safeguarding policy.

Children and mobile phones:

- In order to keep our participants and staff safe at all times, (and in line with KCSIE2026) we do not permit children to bring mobile phones, ipads, tablets, laptops or any other types of screen or computer to the setting. This includes watches that link up to phones.
- This is primarily a safeguarding issue to protect children from unsuitable content and to prevent the risk of unauthorised photographs or materials being shared.
- In addition to this, we see the woods as an escape from modern technology. By bringing such items to the setting the child is providing themselves and others with an unnecessary distraction.
- If a child has a desire to contact their parents by telephone or text, they can do so on the Forest School Leader's personal phone.
- If a child does appear in the setting with a mobile phone/device we will remove it from them for the duration of the session and will hand it over to the parent/carer who is collecting them at the end of the session. We will Explain calmly what is happening.
- If we suspect a child has a device on them, and they refuse to hand it over, we have the right to search their bag and ask them to turn out their pockets.
- We will not breach their personal space by touching clothing that is on their person.
- If a child refuses to hand over their device to us, we will make a call home for parents to come and collect it.

Exceptional Circumstances

- Sometimes learners require mobile phones for medical reasons such as diabetes. In this case we make reasonable adjustments to permit the presence of their phones and remain vigilant to ensure they are only being used for intended purposes.

Staff, Volunteers and Mobile Phones:

- Given our remote location, large area and lack of office reception staff it is a requirement that staff have well-charged mobile phones on them at all times in case we have an emergency and need to contact emergency services.
- We are a small team and have a good level of trust and understanding and a very positive hard working ethos between us and it is perfectly acceptable for staff to take emergency calls and take or make necessary family/medical calls on their own

personal phones, particularly since we do not have an office manager who can field calls. This should be done discretely away from the children.

- It is not appropriate for staff, volunteers or any other visitor to be using their phones for the purpose of social media or gaming during the session. We retain the right to ask people to put their phones away.
- There are occasions throughout the day when it is inappropriate for staff to talk to each other over our walkie talkie system, in which case we need to use our phones to communicate. For example, if we are sharing sensitive information that should not be overheard.
- Any photographs taken on mobile phones by staff (ie for assessment purposes) must be deleted as soon as they have been used for evidence recording/forwarded to relevant party.
- Children are never to have independent access to a mobile phone belonging to a staff member.
- Should we want to use an app such as Merlin or a fungus identifier, with the children, this should be done on the work phone not our personal phone and the children should be closely supervised at all times with only that app accessible to them.
- If the children want to take photos it is more appropriate for them to use the WN tablet than a phone.
- Mobile phones will have a security password of at least 6 digits.

Work Phone:

To safeguard staff's privacy, we will have a work phone that staff can use to call parents if they need to be contacted. Parents will be asked to put this number in their phones so that it is recognised and they answer it. This phone will be in addition to Claire's phone and will be kept by Erica Ridley who will be responsible for keeping it charged and bringing it to the setting each day. As marketing manager, Erica can use this phone to promote Woodland Nurture.

Stay and Play, parties and other public events:

- If parents/carers want to take a photo on their phones, they are permitted to do so provided there are no identifying features of other children in the frame.
- It is perfectly reasonable for parents/carers to take discrete emergency/business/appointment calls if necessary.
- However, they are encouraged to keep their phones out of sight as a general rule.